



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

CONSOLIDATED OFFICE CHAIRS (PROCUREMENT)

Purchase Request No. 2026-03-0988

Approved Budget for the Contract: ₱ 830,000.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Consolidated Office Chairs (Procurement)** to apply the sum of **Eight Hundred Thirty Thousand Pesos Only (₱ 830,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
65	pcs	MIDBACK FABRIC SWIVEL TASK OFFICE CHAIR WITHOUT ARM
49	pcs	CLERICAL SWIVEL CHAIR MESH
31	pcs	ERGONOMIC SWIVEL CHAIR
19	pcs	EXECUTIVE CHAIR

1. The quotation must be submitted (can also be sent thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprocurement@slsu.edu.ph

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


MARIDEL C. ZABELLA
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519



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SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon**

REQUEST FOR QUOTATION

Office/End-User:	Procurement Office	Date:	
COMPANY NAME:		PR No.:	2026-03-0988
ADDRESS :			
TEL. NO./FAX NO. :		TIN No.:	

Please quote your lowest price on the Item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than _____ of _____ in the return envelope attached herewith to the Procurement office.

TERMS and CONDITIONS

1. All entries must be typewritten or legibility written.
2. Delivery period within _____ upon conforme of the approved Purchase Order (P.O).
Administrative penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three (3) months for Supplies & Materials;
(1) one year for Equipment from date of acceptance by the end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
6. Bidders shall submit complete specifications showing products certification, if applicable.
7. Please indicate the brand for each items being offered.
8. The Approved budget ceiling for this procurement is PHP 830,000.00.

MARIDEL C. ZABELLA
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
1	65	pcs	MIDBACK FABRIC SWIVEL TASK OFFICE CHAIR WITHOUT ARM		
2	49	pcs	CLERICAL SWIVEL CHAIR MESH		
3	31	pcs	ERGONOMIC SWIVEL CHAIR		
4	19	pcs	EXECUTIVE CHAIR		
			ITEM # 1		
			3 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			5 PCS - DELIVER TO SLSU ALABAT		
			5 PCS - DELIVER TO SLSU CATANAUAN		
			5 PCS - DELIVER TO SLSU GUMACA		
			5 PCS - DELIVER TO SLSU LUCENA		
			5 PCS - DELIVER TO SLSU TAYABAS		
			5 PCS - DELIVER TO SLSU TIAONG		
			5 PCS - DELIVER TO SLSU POLILLO		
			5 PCS - DELIVER TO SLSU INFANTA		
			ITEM #2		
			9 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			13 PCS - DELIVER TO SLSU POLILLO		
			4 PCS - DELIVER TO SLSU GUMACA		
			ITEM #3		
			6 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			ITEM #4		
			1 PC - DELIVER TO SLSU AYUTI, LUCBAN		
			1 PC - DELIVER TO SLSU ALABAT		
			*REST OF ITEMS ARE TO BE DELIVERED TO SLSU LUCBAN - MAIN		

Source of Fund:	VARIOUS FUNDS	Warranty:	
Delivery Period:	30 DAYS	Price Validity:	

After having carefully need & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.

Printed Name/Signature/Date

l. Midback Fabric Swivel Task Office Chair Without Arm



Midback Fabric Swivel Task Office Chair Without Arm H: 925-1045mm x W: 558mm x L: 510mm,
1 1/2" Foam Thick, Color: Black

2. CLERICAL SWIVEL CHAIR MESH



H: 90cm x W: 56cm x D: 53cm, Seat Material: Fabric, Back Rest Material: Mesh, With Comfortable Armrests, Adjustable Seat Height, 360-degree swivel function, Starr base for stability, Color: black

3. ERGONOMIC SWIVEL CHAIR



Length: 63cm x Width: 63cm x Height: 120cm

Material: Fabric, Other Material: PVC, Color: Black

4. EXECUTIVE CHAIR



Arm to Arm: 450 mm, Total Depth from Wall: 745 mm, Lowest Height: 1165 mm, Highest Height: 1270 mm, Seat Width: 550 mm, Seat Depth: 548 mm, Backrest Width: 530 mm, Backrest Height from Seat: 690 mm, Floor to Seat (Minimum Height): 490 mm, Base Width (Diameter): 720 mm, Base (Center to End): 425 mm, Base (Center to Castor): 345 mm, Base (Center to End of Base): 360 mm, Color: Black