



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

CONSOLIDATED OFFICE TABLE FOR VARIOUS OFFICES (PROCUREMENT)

Purchase Request No. 2026-04-1161
Approved Budget for the Contract: ₱ 1,978,500.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Consolidated Office Table for Various Offices (Procurement)** to apply the sum of **One Million Nine Hundred Seventy-Eight Thousand and Five Hundred Pesos Only ~~₱~~ 1,978,500.00** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
109	pcs	WOODEN OFFICE TABLE WITH CENTER AND 3 SIDE DRAWER
56	pcs	CLERICAL TABLE
45	pcs	OFFICE TABLE WITH CENTER AND 3 SIDE DRAWER FIXED STEEL FRAME AND WOODEN TOP

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 : slsuprourement@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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REQUEST FOR QUOTATION

Office/End-User: Procurement Office	Date:
COMPANY NAME:	PR No.: 2026-04-1161
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

- All entries must be typewritten or legibility written.
- 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.
- 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.
- Price validity shall be for a period of sixty (60) calendar days.
- Suppliers required to submit updated documents yearly such as G-EPSS Registration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
- Bidders shall submit complete specifications showing products certification, if applicable.
- Please indicate the brand for each items being offered.
- The Approved budget ceiling for this procurement is PHP 1,978,500.00.

MARIDEL C. ZABELLA
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
1	109	pcs	WOODEN OFFICE TABLE WITH CENTER AND 3 SIDE DRAWER		
2	56	pcs	CLERICAL TABLE		
3	45	pcs	OFFICE TABLE WITH CENTER AND 3 SIDE DRAWER FIXED STEEL FRAME AND WOODEN TOP		
			ITEM #1		
			5 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			3 PCS - DELIVER TO SLSU ALABAT		
			5 PCS - DELIVER TO SLSU CATANAUAN		
			10 PCS - DELIVER TO SLSU GUMACA		
			10 PCS - DELIVER TO SLSU LUCENA		
			10 PCS - DELIVER TO SLSU TAYABAS		
			10 PCS - DELIVER TO SLSU TIAONG		
			13 PCS - DELIVER TO SLSU INFANTA		
			5 PCS - DELIVER TO SLSU POLILLO		
			ITEM #2		
			3 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			6 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		
			2 PCS - DELIVER TO SLSU POLILLO		
			ITEM #3		
			4 PCS - DELIVER TO SLSU AYUTI, LUCBAN		
			3 PCS - DELIVER TO SLSU POLILLO		
			*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 Genaral 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

1. WOODEN OFFICE TABLE WITH CENTER AND 3 SIDE DRAWER, COLOR: LIGHT GRAY, W; 120 CM X D 58 CM X H 75 CM



2. CLERICAL TABLE STEEL FRAME AND WOODEN TOP



Specifications:

Clerical Table with Drawer and Keyboard Tray Steel Frame and Solid
Wooden Top Fixed Mobile Pedestal

L: 120 cm x W: 70 cm x H: 74 cm

3.OFFICE TABLE WITH CENTER AND SIDE DRAWER FIXED STEEL FRAME AND WOODEN TOP



Specifications:

Office Table with Center and Side Drawer Fixed Steel Frame and
Wooden Top

L: 120 cm x W: 70 cm x H: 74 cm