



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

OFFICE SUPPLIES FOR 3RD & 4TH QUARTER 2026 (SAP)

Purchase Request No. 2026-08-1965

Approved Budget for the Contract: ₱ 313,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Supplies for 3rd & 4th Quarter 2026 (SAP)** to apply the sum of **Three Hundred Thirteen Thousand Pesos Only (₱ 313,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
300	ream	Bond Paper A4 70-80gsm
500	ream	Bond Paper Legal 70-80gsm
200	pcs	Advance Stor-All Heavy Duty Office File Document Storage Box with Lid (size 10 1/4 x 12 1/2 x 15 3/4 inches)
500	pcs	Sign Pen 1.0 Black Uniball Gel Impact (for Diploma)
500	pcs	Sign Pen 0.5 Blue
2000	pcs	Expanding Report Cover Folder Legal (Green) Transparent Cover

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 : slsuprocedurement@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

