



	<b>SOUTHERN LEYTE STATE UNIVERSITY</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE</b>  <b>GOODS</b>
	Office/Campus:	<b>BARGO</b>	
Address/Contact Details:		San Roque, Sogod, Southern Leyte	

RFQ No.	2025-03-0104
Date:	

GENTLEMEN:

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within 60 working days upon receipt of approved Purchase Order (PO).

**PR No. 2025-03-0087**

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
			<b>Graduation Pictorial for 2025 Graduates</b>			
1	1000	sets	Graduation Photo Packages for Batch 2025 Graduates (Undergraduate/ Graduate)			
			Hardcopies:			
			- 8"x10" picture with sinamay - 1pc			
			- 2"x3" wallet size (picture with sinamay) - 4 pcs			
			- 5"x7" Business Attire/Filipiniana/ Barong Tagalog - 1 pc			
			- 2"x3" Business Attire/Filipiniana/ Barong Tagalog - 4 pcs			
			- 2"x2" Business Attire/Filipiniana/ Barong Tagalog - 6pcs			
			- 4R Receiving Diploma - 1pc			
			- 5R (Group Picture per course)-1pc			
			Softcopies:			
			- picture with sinamay			
			- picture wearing Business Attire/ Filipiniana/ Barong Tagalog			
			- Group Picture per course			
			- Soft copy of edited pictures with sinamay will be made available within 15 days from last day of pictorial			
			<b>TOTAL</b>			
Delivery Term						
Payment Term		If payment for deposit				

Very truly yours,





# SOUTHERN LEYTE STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte  
Email: president@southernleytestateu.edu.ph  
Website: www.southernleytestateu.edu.ph



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

**CHRISTINE ALMA MAE M. DAGUPLO**

BAC Chairperson

Authorized Company \_\_\_\_\_

Representative

(Signature over Printed Name)

**MICHELLE ANN P. BERINGUEL**

Canvasser

**IMPORTANT:**

1. Prices must be written clearly.
2. If offering a substitute/equivalent, specify the brand and make.
3. RFQ should be sealed.

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Tel. Nos. \_\_\_\_\_

T. I. N. \_\_\_\_\_

