



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE	
		GOODS	
Office/Campus:	OVPA		
Address/Contact Details:	San Roque, Sogod, Southern Leyte		

RFQ No.	2025-04-0162
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 7 working days upon receipt of approved Purchase Order (PO).

PR No. 2025-04-0113

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
For the conduct of Commencement Exercise for UGS and GS on June 05, 2025.						
1	43	pcs	Medal 3" (18-Presidential Leadership Award, 18-Academic Excellence Award, 1-With Highest Honors, 1-Suma Cumlaude, Honori Causa-1)			
2	45	pcs	Medals 2.5" (37-Magna Cumlaude, 8- With Highest Honors)			
3	379	pcs	Medals 2" (Cumlaude-276, With Honors-97, Best in Thesis-4, Best in Dissertation-2)			
4	1	pc	Mold 2.5"			
5	1	pc	Mold 3"			
			TOTAL			
Delivery Term						
Payment Term		If payment for deposit, please provide bank details:				

Very truly yours,

PRICES IN THE ABOVE OFFER ARE

CERTIFIED TRUE AND CORRECT:

CHRISTINE ALMA MAE M. DAGUPLO

BAC Chairperson

Authorized Company _____

Representative

(Signature over Printed Name)

MICHELLE ANN P. BERINGUEL

Canvasser

Company Name _____

Address _____

Tel. Nos. _____

T. I. N. _____

IMPORTANT:

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

