



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

| | | |
|--|----------------------------------|---|
| SOUTHERN LEYTE STATE UNIVERSITY | | REQUEST FOR QUOTATION FORM & NOTICE GOODS & SERVICES |
| Office/Campus: | REGISTRAR'S OFFICE | |
| Address/Contact Details: | San Roque, Sogod, Southern Leyte | |

| | |
|---------|--------------|
| RFQ No. | 2025-04-0170 |
| 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 ___ working days upon receipt of approved Purchase Order (PO).

| PR No. 2025-04-0121 | | | | | | |
|-----------------------------------|------|--|--|-----------------|-----------|------------|
| Item # | QTY. | UNIT | ITEM/DESCRIPTION | APPROVED BUDGET | UNIT COST | TOTAL COST |
| For Registrar's Office Use | | | | | | |
| 1 | 26 | reams | Check paper (blue, long) see attached sample | | | |
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| | | | 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)

CHRISTIAN DAVE C. GALI

Canvasser

Company Name _____

Address _____

Tel. Nos. _____

IMPORTANT:

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

