



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

RFQ No.	2025-05-0233
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 15 working days upon receipt of approved Purchase Order (PO).

PR No. 2025-05-0151

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
For the conduct of Jobs fair 2025 on June 6, 2025						
1	100	pcs	Souvenir Item	400.00		
			Tote bag - 12" x 14 (please see attached specifications)			
			Umbrella			
			Mini Portable Fan			
2	80	pcs	T-Shirt	500.00		
			Polo shirt color: White and Coffee Brown			
			(Please see attached specs)			
			TOTAL	80,000.00		
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.

