



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE GOODS & SERVICES	
Office/Campus:	OFFICE OF THE UNIVERSITY PRESIDENT		
Address/Contact Details:	San Roque, Sogod, Southern Leyte		
		RFQ No.	2025-08-0420
		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 30 working days upon receipt of approved Purchase Order (PO).

PR No. 2025-08-0303

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
Provision of official institutional tokens for partner institutions and guests of the Office of the University President for FY 2025.						
1	272	pcs	Customized Metal Keychain Embossed type w/ Back to Back Engraved 1.5 inches dia and with Customized Blue Paper Box (Kingfisher specification attached)	680.00		
			TOTAL	₱184,960.00		
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)

JELYNE L. LORA
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.