



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE GOODS & SERVICES	
Office/Campus:	VPAA		
Address/Contact Details:	San Roque, Sogod, Southern Leyte		
		RFQ No.	2025-08-0456
		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. 2025-08-0314

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
Procurement of Furniture and Fixtures from Supplemental APP (1 lot)						
1	4	pcs	Lateral 3 Drawer Cabinet (Civil Eng'g)	16,000.00		
2	3	pcs	Steel Cabinet (VPAA)	12,500.00		
3	3	pcs	4-layer Steel Filling Cabinet (Finance)	18,500.00		
4	40	ft	Long Curtains (Research)	1,500.00		
5	8	pcs	Long Foldable Table (Research)	5,000.00		
6	2	pcs	Glass Cabinet (SSC)	10,500.00		
7	3	pcs	Office Table (SSC)	4,500.00		
8	2	pcs	Office Chair (SAS)	3,500.00		
9	1	pcs	Office Table (SAS)	7,000.00		
			TOTAL	₱305,500.00		
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.