



 <b>SOUTHERN LEYTE STATE UNIVERSITY</b>		<b>REQUEST FOR QUOTATION FORM &amp; NOTICE</b>  <b>GOODS &amp; SERVICES</b>
Office/Campus:	HRMD	
Address/Contact Details:	San Roque, Sogod, Southern Leyte	

RFQ No.

2025-09-0467

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 before September 29, 2025 upon receipt of the approved Purchase Order (PO).

**PR No. 2025-09-0346**

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
<b>GANDILAN AWARDS</b>						
1	4	pcs	Plaque for retirees	1,500.00		
2	10	pcs	Plaque of Awardees	1,500.00		
3	23	pcs	Lei	350.00		
4	110	pcs	Diploma Cover	100.00		
5	150	packs	Special Paper, A4, White	20.00		
6	11	pcs	Customized Loyalty collar pins (brass material, gold finish, 38mm, 25mmx1.5mm)	350.00		
7	1	pcs	Molder (Pins)	5,000.00		
8	2	pcs	Customized loyalty rings (silver)	4,200.00		
9	1	pcs	Molder (ring)	4,400.00		
			<b>TOTAL</b>	<b>64,700.00</b>		
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:**

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



SOUTHERN LEYTE  
STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte  
Email: [president@southernleytestateu.edu.ph](mailto:president@southernleytestateu.edu.ph)  
Website: [www.southernleytestateu.edu.ph](http://www.southernleytestateu.edu.ph)



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

10	1	pcs	Tumbler
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SOUTHERN LEYTE  
STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte  
Email: [president@southernleytestateu.edu.ph](mailto:president@southernleytestateu.edu.ph)  
Website: [www.southernleytestateu.edu.ph](http://www.southernleytestateu.edu.ph)



Excellence | Service | Leadership and Good Governance | Innovation | Social Responsibility | Integrity | Professionalism | Spirituality

	450.00	450.00
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