



# SOUTHERN LEYTE STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte  
Email: [president@southernleytestateu.edu.ph](mailto:president@southernleytestateu.edu.ph)  
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BAGONG PILIPINAS



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## 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.

2025-09-0474

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 the approved Purchase Order (PO).

PR No. 2025-09-0349

| Item #  | QTY. | UNIT | ITEM/DESCRIPTION  | APPROVED BUDGET                                      | UNIT COST | TOTAL COST |
|---|------|------|---|--|-----------|------------|
| <b>Printing / Reproduction of FY 2024 Annual Report</b> |      |      |   |  |           |            |
| 1   | 20   | pcs  | <b>Printing/Reproduction</b> Specification: <ul style="list-style-type: none"><li>• Process: Digital Printing</li><li>• Quantity: 2 copies (excluding mockups)</li><li>• Dimension: A4 (8.27 x 11.69 inches)</li><li>• Cover: Laminated using Board C2S Matte 380 gsm</li><li>• Inside Pages: Matte 180 gsm</li><li>• Binding: Hardbound, perfect binding</li><li>• Color: Full color / full bleed (cover and inside pages)</li><li>• Number of Pages: 108 pages (including front and back cover pages)</li></ul>   | 2,999.00   |           |            |
|   |      |      | Delivery Details: <ul style="list-style-type: none"><li>• One (1) mock-up copy shall be provided by the supplier within two (2) calendar days after:<ul style="list-style-type: none"><li>o Receipt of the Purchase Order, or</li><li>o Receipt of the PDF copy of the Annual Report from the end-user (whichever is later).</li></ul></li><li>• The complete number of copies shall be delivered within five (5) calendar days after the University's approval of the mock-up copy.</li></ul><br>Other Conditions: <ul style="list-style-type: none"><li>• Delivered items that do not comply with the specifications and the approved mock-up shall be returned for outright replacement at no additional cost to the University.</li></ul> |  |           |            |
| <b>TOTAL</b>  |      |      |   | <b>59,980.00</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.





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59980.00

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