




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.	2025-09-0475
		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
Printing / Reproduction of FY 2024 Annual Report						
2	35	pcs	Crystal USB 2.0 Flash Drive with Metal Box Memory Stick Pendrive Custom Logo 8GB Specification: 	1,499.00		
			TOTAL	52,465.00		
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.



SOUTHERN LEYTE
STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte
Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph



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

52465.00

