




Doc. Code: SLSU-QF-PR01  
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Date: 15 September 2025

 <b>SOUTHERN LEYTE STATE UNIVERSITY</b>		<b>REQUEST FOR QUOTATION GOODS AND SERVICES</b>
Office/Campus:	BARGO	
Address/Contact De	San Roque, Sogod, Southern Leyte	

Purchase Request No.

2025-09-0387

Date:

**BIDDER:**

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.

**General Conditions of the Contract:**

- 1 s
- 2 Bidders shall provide correct and accurate information required in this form.
- 3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 4 Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5 In case of tie among bidders, SLSU shall adopt and employ "draw lots" as the tiebreaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 6 Award of contract shall be made in accordance with the Implementing Rules and Regulations of RA 9184 and RA 12009, whichever is applicable.
- 7 All bidders shall be required to include the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison. Moreover, applicable custom duties, as well as other costs of acquisition such as delivery/freight, insurance, and bank charges, must be incorporated in the bid.
- 8 Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Southern Leyte State University may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 9 Delivery period within 30 calendar days.
- 10 Warranty shall be a period of **SIX (6) months** for supplies and materials, **ONE (1) Year** for the equipment, from the date of acceptance by Southern Leyte State University.
- 11 Price validity shall be a period of THIRTY (30) calendar days.
- 12 **Valid PHILGEPS registration certificates** and **Mayor's/Business Permit** shall be attached upon submission of the quotation.
- 13 **Notarized Omnibus Sworn Statement** shall be attached upon submission of quotation for ABC amounting to Fifty Thousand Pesos (P50,000.00) and above, in accordance to Annex "H" Appendix A of RA 9184
- 14 **Income/Business Tax Return** shall be attached upon submission of quotation for ABC amounting to Five Hundred Thousand Pesos (P500,000.00) and above, in accordance to Annex "H" Appendix A of RA 9184

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
<b>Procurement of Yearbook for SLSU Main Campus 2025 Graduates</b>						
			Yearbook for SLSU Main Campus Graduates			
1	550	pcs	Supply & Delivery of Yearbook for	600.00		
			2025 Graduates			
			Size: 9" x 12"			
			Cover			
			- Hardbound, 4 colors print			
			- Printing: Digital Colored Printing or			
			Digital printing			
			- Embossed Design with Plastic			
			Lamination			
			Inside			

			- Pages: 144 pages including Opening			
			& Closing Flyleaf using C2s 80 lbs.			
			- Printing: Digital Colored Printing or			
			Digital printing			
			Note:			
			- A draft shall be submitted to the			
			University for correction and			
			approval prior to its final printing			
			- 10 copies Complimentary yearbook			
			<b>TOTAL</b>	<b>330,000.00</b>		
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)

ROBEN CARL A. DOCENA

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.

