




Doc. Code: SLSU-QF-PR01
Revision: 01
Date: 15 September 2025

 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION GOODS AND SERVICES	
Office/Campus:	SPORTS DEVELOPMENT		
Address/Contact Details:	San Roque, Sogod, Southern Leyte		

Purchase Request No.

2025-10-0398

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 All entries must be typewritten/handwritten.
- 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 on specified dates.
- 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
For the University Games 2025						
			October 20, 2025 (Officiating Officials)			
1	48	pax	Breakfast Steamed Rice, Ginisang Corned Beef, Sunny Side-Up Egg, Water	250.00		
2	48	pax	AM Snacks Special Pancit Bihon with Bread, Four Season, Water	100.00		
3	48	pax	Lunch Steamed Rice, Pork Chop, Sweet & Sour Fish, Chopsuey, Special Maja Blanca, Iced Tea, Water	250.00		
4	48	pax	PM Snacks Banana Cup Cake, Overflowing Juice/Coffee/Water	100.00		
5	48	pax	Dinner Steamed Rice, afritada, Chicken Square, Mixed Buttered Vegetable, Banana, Cucumber Slush, Water	250.00		

			October 20, 2025 (Athletes)			
6	200	pax	Breakfast Steamed Rice, Ginisang Corned Beef, Sunny Side-Up Egg, Water	150.00		
7	200	pax	AM Snacks Special Pancit Bihon with Bread, Four Season, Water	50.00		
8	200	pax	Lunch Steamed Rice, Chicken afritada, Fish Fillet, Pipino Salad, Overflowing Juice/Water	150.00		
9	200	pax	PM Snacks Sandwich and Juice	50.00		
10	200	pax	Dinner steamed rice, chicken joy, Pinoy vegetables, softdrinks, water	150.00		
		pax	October 21, 2025 (Officiating Officials)			
11	14	pax	Breakfast Steamed Rice, Longganisa, Scrambled Egg, Coffee, Water	250.00		
12	14	pax	AM Snacks Pancakes, Overflowing Juice/Coffee/Water	100.00		
13	14	pax	Lunch Steamed Rice, Pork Honey Glazed, Chicken Afritada, Shrimp in Cajun Sauce, Pipino Salad, Softdrinks, water, Custard Cake, Overflowing Juice/Water	250.00		
14	14	pax	PM Snacks Puto Maya with Sliced Mango, Overflowing Juice/Coffee/Water	100.00		
15	14	pax	Dinner Steamed Rice, Pork Sweet and Sour, Chicken Square, Mixed Buttered Vegetable, Banana, Cucumber Slush, Water	250.00		
			October 21, 2025 (Athletes)			
16	200	pax	Breakfast Fried Rice, Bacon, Boiled Egg, Ham, Mango, Coffee, Water	150.00		
17	200	pax	AM Snacks Burger, Overflowing Juice/Coffee/Water	50.00		
18	200	pax	Lunch Steamed Rice, Pork Menudo, Mixed Buttered Veges, Overflowing Juice/Water	150.00		
19	200	pax	PM Snacks Puto Cheese, Overflowing Juice/Coffee/Water	50.00		
20	200	pax	Dinner Steamed Rice, Pork Chop, Chicken Adobo, Fish Fillet, Pinoy Vegetable Salad, Banana, Iced Tea, Water	150.00		
			TOTAL	278,900.00		
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.

