



	SOUTHERN LEYTE STATE UNIVERSITY	REQUEST FOR QUOTATION GOODS AND SERVICES
Office/Campus:	OFFICE OF THE UNIVERSITY PRESIDENT	
Address/Contact Details:	San Roque, Sogod, Southern Leyte	

Purchase Request No.

2025-11-0476

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:

- All entries must be typewritten/handwritten.
- Bidders shall provide correct and accurate information required in this form.
- 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.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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.
- Award of contract shall be made in accordance with the Implementing Rules and Regulations of RA 9184 and RA 12009, whichever is applicable.
- 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.
- 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.
- Delivery period within 20 calendar days.
- 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.
- Price validity shall be a period of THIRTY (30) calendar days.
- Valid PHILGEPS registration certificates and Mayor's/Business Permit** shall be attached upon submission of the quotation.
- 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
- 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
To be used as official institutional tokens for representation, partnership engagements, recognition activities, and other university-sanctioned events, in support of the promotion of the University's identity, visibility, and public relations initiatives.						
1	100	set	Official Token Package for Institutional Representation *Tumbler *USB Flash Drive *Powerbank *Pen Note: All items neatly arranged inside a custom box with the Southern Leyte State University logo printed on both the box and items.	1,900.00		
2	100	pcs	Customized Institutional Folder (Legal Size) Material: High-quality coated board, full-color print with university logo, with inside pocket and slot for business card.	150.00		

3	100	pcs	Customized Institutional Folder (A4) Material: High-quality coated board, full-color print with university logo, with inside pocket and slot for business card.	140.00		
4	100	pcs	Customized Institutional Paper Bag Sizes: (Large Size: 14 x 12 x 6 inches), full-color print with rope handle and University Logo Material: Thick coated paper (190–250 gsm), full-color print with university logo, matte/gloss finish, with rope handle.	100.00		
5	80	pcs	Customized Institutional Paper Bag Sizes: (Medium Size: 11 x 9 x 4 inches), full-color print with rope handle and University Logo Material: Thick coated paper (190–250 gsm), full-color print with university logo, matte/gloss finish, with rope handle.	100.00		
6	65	pcs	Customized Institutional Paper Bag Sizes: (Small Size: 9 x 7 x 3 inches), full-color print with rope handle and University Logo Material: Thick coated paper (190–250 gsm), full-color print with university logo, matte/gloss finish, with rope handle.	100.00		
7	100		Customized Soft-Leather Journal with Box Box Size: 6.8 inches (L) × 5.5 inches (W) × 1 inch (Thickness) Journal Size: 8.1 inches × 5.5 inches Material: Premium soft PU leather or genuine soft cowhide leather Texture: Pebble-grain or smooth matte finish Color: Deep navy or royal blue (same as the sample in the image) Printing: Digital printing of the image	550.00		
TOTAL				₱298,500.00		
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)

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.

