



	SOUTHERN LEYTE STATE UNIVERSITY	REQUEST FOR QUOTATION FORM & NOTICE
		GOODS
Office/Campus:	SUPPLY & PROPERTY MGT. OFFICE	
Address/Contact Details:	San Roque, Sogod, Southern Leyte	

RFQ No.

2025-03-0102

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 ___ working days upon receipt of approved Purchase Order (PO).

PR No. 2025-02-0057

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
For 1st Quarter purchase of common-use supplies.						
1	5	boxes	Ballpen, Blue			
2	12	pieces	Battery (AA)			
3	12	pieces	Battery (AAA)			
4	100	reams	Bond Paper (A4, 70gsm)			
5	50	reams	Bond Paper (Legal, 70gsm)			
6	100	reams	Bondpaper, A4, 80gsm			
7	50	reams	Bondpaper, legal, 80gsm			
8	10	reams	Bond paper (Letter, Sub16)			
9	2	reams	Bondpaper (Sub.16)-Long			
10	100	pieces	Brown Envelope A4			
11	100	pieces	Brown Envelope Long			
12	5	pieces	Calculator			
13	1	roll	Cellophane acetate, 50mtrs			
14	100	pieces	Certificate Holder			
15	100	pieces	Correction tape			
16	5	pieces	Cutter, Big			
17	10	pieces	Data file box			
18	2	pieces	Desktop file tray			
19	50	rolls	Double Sided Tape			
20	2	rolls	Duct Tape 48mmx30m			
21	2	bundles	File Folder (A4)			
22	10	bundles	File Folder (Legal)			
23	20	pieces	Folder Long with Plastic Cover (white)			
24	12	pieces	Glue, large			
25	60	pieces	MARKER, Whiteboard, Blue/Black			
26	24	bottles	MARKER Ink, Whiteboard, Blue/Black			
27	12	pads	NOTEPAD, stick-on, 50mm x 76mm (2x3)			
28	10	pads	Note Pad, stick on, 76mm x 100mm (3"x4") min			
29	10	pads	Note Pad, stick on, 76mm x 76mm (3"x3") min			
30	5	pads	Note pad 3"x5"			
31	12	boxes	Paper Clip, (big)			
32	12	boxes	Paper Clip, (small)			





33	12	boxes	Paper Fastener			
34	6	boxes	Pencil, Lead with Eraser			
35	12	pieces	PENCIL Eraser			
36	50	packs	Photo Paper A4, 20's			
37	5	pieces	Puncher (2-Hole)			
38	3	packs	PVC Cover, A4, 300 microns			
39	2	packs	PVC Cover, Long, 300 microns			
40	50	pieces	Record Book, 500 pages, size: 214mm x 278mm			
41	25	pieces	Record Book, 300 pages, size: 214mm x 278mm			
42	2	boxes	RUBBER BAND			
43	10	pieces	Ruler, plastic			
44	10	pairs	Scissors			
45	120	pieces	Sign Pen, blue, refillable			
46	12	pieces	Sign Pen, black, refillable			
47	60	pieces	Sign Pen Refill, Blue			
48	100	pieces	Special Paper, Board A4, 180 grams			
49	100	pieces	Special Paper, Board Long, 180 grams			
50	2	pieces	STAMP PAD, felt			
51	50	boxes	Staple wire (#10)			
52	20	Boxes	Staple wire (#35)			
53	6	units	Stapler (#10)			
54	20	units	Stapler (#35)			
55	10	units	Storage Box (for documents)			
56	50	rolls	TAPE, masking, 1"			
57	12	rolls	TAPE, packaging			
58	50	rolls	Tape, Transparent Adhesive 1"			
59	1	rolls	Tape, Vinyl Book binding (2 inch)			
			PRINTER INKS:			
60	10	cart	INK CARTRIDGE, CANON CL-811, Colored			
61	22	cart	INK CARTRIDGE, CANON CL-810, Black			
62	4	bottles	INK PIXMA-Canon G4010 (GI-790, Black)			
63	3	bottles	INK PIXMA-Canon G4010 (GI-790, Cyan)			
64	3	bottles	INK PIXMA-Canon G4010 (GI-790,			
65	3	bottles	INK PIXMA-Canon G4010 (GI-790, Yellow)			
66	48	bottles	INK, Epson Ink Bottle 001 (Black)			
67	24	bottles	INK, Epson Ink Bottle 001 (Cyan)			
68	24	bottles	INK, Epson Ink Bottle 001 (Magenta)			
69	24	bottles	INK, Epson Ink Bottle 001 (yellow)			
70	150	bottles	INK, Epson Ink Bottle 003 (Black)			
71	50	bottles	INK, Epson Ink Bottle 003 (Cyan)			
72	50	bottles	INK, Epson Ink Bottle 003 (Magenta)			
73	50	bottles	INK, Epson Ink Bottle 003 (Yellow)			
74	22	bottles	INK, Epson Ink Bottle 008 (Black)			
75	12	bottles	INK, Epson Ink Bottle 008 (Cyan)			
76	12	bottles	INK, Epson Ink Bottle 008 (Magenta)			
77	12	bottles	INK, Epson Ink Bottle 008 (Yellow)			
78	8	bottles	Ink, Epson T673 (Black)			
79	8	bottles	Ink, Epson T673 (Cyan)			
80	8	bottles	Ink, Epson T673 (Light Cyan)			





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81	8	bottles	Ink, Epson T673 (Magenta)			
82	8	bottles	Ink, Epson T673 (Light Magenta)			
83	8	bottles	Ink, Epson T673 (Yellow)			
84	4	bottles	INK, Epson Ink Bottle 774 (Black)			
85	6	bottles	Ink-Brother DCP-T720DW (BT D60, Black)			
86	5	bottles	Ink-Brother DCP-T720DW (BT 5000, Cyan)			
87	5	bottles	Ink-Brother DCP-T720DW (BT-5000,			
88	5	bottles	Ink-Brother DCP-T720DW (BT 5000,			
			TONER			
89	2	bottles	Toner Black C2560			
90	2	bottles	Toner Cyan C2560			
91	2	bottles	Toner Magenta C2560			
92	2	bottles	Toner Yellow C2560			
93	1	cart	TONER, HP CF350A, Black Laserjet			
94	1	cart	TONER, HP CF350A, Cyan Laserjet			
95	1	cart	TONER, HP CF350A, Yellow Laserjet			
96	1	cart	TONER, HP CF350A, Magenta Laserjet			
			JANITOR SUPPLIES:			
97	50	bottles	Bleaching Liquid			
98	86	pieces	BROOM (Walis Tambo)			
99	14	pieces	BROOM (Walis Ting-ting)			
100	12	pieces	Broom Stick			
101	3	bottles	CLEANER, Toilet Bowl and Urinal			
102	1	pieces	Cleaning Gloves			
103	50	pieces	CLEANSER, Scouring Powder			
104	400	packs	Detergent Powder			
105	10	sacks	Detergent Powder (25 Kgs/sack)			
106	15	bottles	DISHWASHING LIQUID			
107	20	cans	DISINFECTANT SPRAY			
108	74	pieces	DUST PAN			
109	23	bottles	Glass Cleaner			
110	4	units	Glass Widow Wiper (Long Reach)			
111	46	bottles	HAND SOAP, liquid, 500mL			
112	7	bottles	HAND SANITIZER			
113	10	cans	INSECTICIDE			
114	100	bottles	Muriatic Acid			
115	5	pieces	RAGS			
116	100	packs	TOILET TISSUE PAPER, 2 ply			
117	51	roll/pack	TRASHBAG, Large size			
118	57	roll/pack	TRASHBAG, XL size			
119	14	roll/pack	TRASHBAG, XXL size			
120	30	pieces	Water Dipper			
			TOTAL			
Delivery Term						
Payment Term		If payment for deposit, please provide bank details:				

Very truly yours,

CHRISTINE ALMA MAE M. DAGUPLO
BAC Chairperson

Authorized Comp
Representative





SOUTHERN LEYTE STATE UNIVERSITY

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MICHELLE ANN P. BERINGUEL

Canvasser

IMPORTANT:

1. Prices must be written clearly.
2. If offering a substitute/equivalent, specify the brand and make.
3. RFQ should be sealed.

Company Name _____

Address _____

Tel. Nos. _____

T. I. N. _____

