



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

SOUTHERN L	EYTE STATE UNIVERSITY	REQUEST FOR QUOTATION FORM & NOTICE  GOODS		
Office/Campus:	BARGO			
Address/Contact Details:	San Roque, Sogod, Southern Leyte			
		RFQ No. Date:	2025-03-0105	

## 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 <u>30</u> working days upon receipt of approved Purchase Order (PO).

## PR No. 2025-03-0088

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
			Purchase of Diploma Cover & Yearbook for			
			2023 Graduates			
1			Purchase of Diploma Cover			
			- for A4 Size Diploma			
			- Size: 17.5 inches x 12 inches			
			- Cover Color Code: #06044d (Blue)			
			- Hardbound Cover-Chip board			
			- Inside-C2S paper			
			- Print Embossed SLSU Seal			
			- Textured Material Cover (120gsm)			
			- Ribbon: 0.25inches width (Blue			
			color) on 4 corners			
			Yearbook for SLSU Main Campus			
			Graduates			
2	950	pcs	Supply & Delivery of Yearbook for			
			2023 Graduates			
			Size: 9" x 12"			
			Cover			
			- Hardbound, 4 colors print			
			- Printing: Digital Colored Printing or			
			Digital printing			
			- Embossed Design with Plastic Lamination			
			Inside			
			- Pages: 187 pages including Opening			
			& Closing Flyleaf using C2s 80 lbs.			
			- Printing: Digital Colored Printing or			
			Digital printing			









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	Note:				
	- A draft shall be	submitted to the			
	University for co	orrection and			
	approval prior t	approval prior to its final printing			
	- 10 copies Comp	limentary yearbook			
		TOTAL			
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 A	LMA MAE M. DAGUPLO	Authorized Company			
BAC Chairperson		Representative	(Signature over Printed Name)		
	ANN P. BERINGUEL Canvasser				
		Company Name			
IMPORTANT:		Address	Address		
1. Prices must be writ	ten clearly.				
If offering a substitute/equivalent,     specify the brand and make.		Tel. Nos.			
3. RFQ should be sealed		T. I. N.			



