



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE GOODS AND SERVICES	
Office/Campus:		Office of the University President	
Address/Contact Details:		San Roque, Sogod, Southern Leyte	
		RFQ No.	2025-07-0360
		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. 2025-07-0262

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
Printing/Reproduction of FY 2024 Annual Report						
1	20	pcs	Printing/Reproduction Specification: <ul style="list-style-type: none">• Process: Digital Printing• Quantity: 2 copies (excluding mockups)• Dimension: A4 (8.27 x 11.69 inches)• Cover: Laminated using Board C2S Matte 380 gsm<ul style="list-style-type: none">• Inside Pages: Matte 180 gsm• Binding: Hardbound, perfect binding• Color: Full color / full bleed (cover and inside pages)• Number of Pages: 55 pages (including front and back cover pages)	1,875.00		
2	35	pcs	Crystal USB 2.0 Flash Drive with Metal Box Memory Stick Pendrive Custom Logo 8GB Specification: 	500.00		



SOUTHERN LEYTE STATE UNIVERSITY

Main Campus, San Roque, Sogod, Southern Leyte
Email: president@southernleytestateu.edu.ph
Website: www.southernleytestateu.edu.ph



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

			Delivery Details: <ul style="list-style-type: none">• One (1) mock-up copy shall be provided by the supplier within two (2) calendar days after:<ul style="list-style-type: none">o Receipt of the Purchase Order, oro Receipt of the PDF copy of the Annual Report from the end-user (whichever is later).• The complete number of copies shall be delivered within five (5) calendar days after the University's approval of the mock-up copy.• All items must be completely delivered on or before July 30, 2025. Other Conditions: <ul style="list-style-type: none">• Delivered items that do not comply with the specifications and the approved mock-up shall be returned for outright replacement at no additional cost to the University.			
			TOTAL:	55,000.00		
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 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.

