



 SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE GOODS & SERVICES
Office/Campus:	RI	
Address/Contact Details:	San Roque, Sogod, Southern Leyte	

RFQ No.

2025-07-0378

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. 2025-07-0275

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
Provision of meals for the participants in the RIES Strategic Planning and Staff Development Activity 2025 (with buffet set up) (1 LOT)						
			RIES Strategic Planning and Staff Development Activity 2025			
			JULY 31, 2025			
1	50	pax	AM Snacks: Fruit Salad	100.00		
2	50	pax	Lunch: Steamed Rice, Pork Sinugba, Buttered Mixed Seafoods, Sliced Fruit, Vegetable Salad	300.00		
3	50	pax	PM Snacks: Maja	100.00		
4	50	pax	Dinner: Steamed Rice, Beef Steak, Mixed Barbeque, Sliced Fruit, Vegetable Salad	300.00		
			*with softdrinks			
			AUGUST 1, 2025			
5	50	pax	Breakfast: Steamed Rice, Pork Tocino, Stir Fry, Fried Fish, Vegetables, Sliced Fruits,	200.00		
			*with coffee and choco/milk drink			
			TOTAL	50,000.00		
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.

