



Excellence Service Leadership and Good Governance Innovation Social Responsibility Integrity Professionalism Spirituality  SOUTHERN LEYTE STATE UNIVERSITY		REQUEST FOR QUOTATION FORM & NOTICE GOODS & SERVICES	
Office/Campus:		Office of Student Affairs and Services	
Address/Contact Details:		San Roque, Sogod, Southern Leyte	

RFQ No.

2025-07-0380

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. 2025-07-0278

Item #	QTY.	UNIT	ITEM/DESCRIPTION	APPROVED BUDGET	UNIT COST	TOTAL COST
One Lot with setup for the conduct of Writeshop on Revisiting and Revision of the CBL of SSC.						
AUGUST 4, 2025						
1	54	pax	AM Snacks @ SLSU Plenary Hall	80.00		
			Puto Dayon with choco syrup toppings			
			Free flowing coffee/hot choco			
2	54	pax	Lunch @ SLSU Plenary Hall	250.00		
			Rice, pork steak, chicken fillet w/ dipping sauce, chili pasta, banana, free flowing juice			
3	54	pax	PM Snacks @SLSU Plenary Hall	80.00		
			Ham and Cheese sandwich with chips			
			Bottled juice			
4	38	pax	Dinner @SLSU Hotel	250.00		
			Rice, pork chop sinigang, buttered garlic shrimp, chopsuey, pineapple, free flowing juice			
AUGUST 5, 2025						
5	38	pax	Breakfast @SLSU Hotel	200.00		
			Rice, Sunnyside up Egg, Pork giniling, fried saba, free flowing coffee or hot choco			
6	54	pax	AM Snacks @ SLSU Plenary Hall	80.00		
			Ham and Egg Sandwich with chips			
			Free flowing coffee/hot choco			
7	54	pax	Lunch @ SLSU Plenary Hall	250.00		
			Rice, Pork sinigang, chicken ala king, stir fry vegetables, mango tapioca, free flowing juice			
8	54	pax	PM Snacks @ SLSU Plenary Hall	80.00		
			Carbonara with bread			
			bottled juice			
TOTAL				61,380.00		
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:

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

