


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

| | | | |
|--|----------------------------------|--|--------------|
|  SOUTHERN LEYTE STATE UNIVERSITY | | REQUEST FOR QUOTATION FORM & NOTICE GOODS | |
| Office/Campus: | UISA / CAN | | |
| Address/Contact Details: | San Roque, Sogod, Southern Leyte | | |
| | | RFQ No. | 2025-04-0150 |
| | | 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 **30** working days upon receipt of approved Purchase Order (PO).*

PR No. 2025-04-0109

| Item # | QTY. | UNIT | ITEM/DESCRIPTION | APPROVED BUDGET | UNIT COST | TOTAL COST |
|---|------|---------|--|-----------------|-----------|------------|
| For regular operation and development of Information System and repair and maintenance of ICT equipment. | | | | | | |
| 1 | 26 | license | Windows Software | | | |
| | | | Microsoft 365 Apps (Education Faculty | | | |
| | | | Business function specific software | | | |
| 2 | 1 | license | Photoshop (Creative Cloud All Apps 100GB) | | | |
| | | | Yearly License Subscription | | | |
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| | | | 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 ALMA MAE M. DAGUPLO
BAC Chairperson

Authorized Company _____
Representative (Signature over Printed Name)

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. _____