



0-C-2022-160



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
**OFFICE OF THE HEAD FOR PROCUREMENT**

# REQUEST FOR QUOTATION

PR No: **GF-2021-11-01522 (Page 1 of 2)**

Canvass No: **C-2022-160**

Date: **03-25-2022**

Name of Supplier:

**Mode of Procurement : NP - Small Value Procurement**

Address of Supplier:

**Delivery Period: within 15 calendar days from receipt of P.O**

Contact No. & E-mail Address:

**Deadline for Submission of RFQ: 7 Calendar days**

Item No	Articles (Complete description and specification)	Offered Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price
1	Office Name/Signage*  xxxxxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxx		ABC	2	unit	85,000.00	

**FOB (VSU Main, Visca, Baybay City, Leyte)**

**Authorized By:**  
**JESSAMINE C. ECLEO**  
Head, Procurement

**Canvassed By:**  
  
**LESTER G. LAYOLA**  
Canvasser

Signature of Authorized Canvasser I hereby certify that I am in a position to furnish the articles at the prices shown and in quantities called for

(Printed Name & Signature of Supplier)

\*\*Please see attached specification  
 \*\*If item does not have a brand/model specify "brandless" or "ordinary" or the place of origin of the item or a picture of the item, whichever is convenient to you.

End-User: **GAD**

Purpose: **For office use**

- |                                   |                                    |                                 |
|-----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Baybay   | <input type="checkbox"/> Ormoc     | <input type="checkbox"/> Manila |
| <input type="checkbox"/> Tacloban | <input type="checkbox"/> Samar     | <input type="checkbox"/> Cebu   |
| <input type="checkbox"/> Leyte    | <input type="checkbox"/> So. Leyte | <input type="checkbox"/> Davao  |

- Instructions:**
1. Please quote your **best offer** for the items listed above in your **least government price** inclusive of taxes, delivery, and other applicable charges.
  2. Accomplish this RFQ correctly and accurately. Please put initials for erasures.
  3. Submit along with this RFQ the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documentary requirements in VSU need not to re-submit.
  4. Quotations that are above the set ABC or with no indicated brand and model shall be rejected.
  5. Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.
- Documentary Requirements:**
1. Business Permit
  2. PhilGEPS Registration No.
  3. Income / Business Tax Return



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**PROCUREMENT OFFICE**

## SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Office Name/Signage	
<p><b>Full Specification</b></p> <p style="text-align: center;"><i>Gender Resource Center</i>  <b>Advanced Research and Innovation Center</b></p> <ul style="list-style-type: none"> <li>• Platform Dimension: approx. 50 cm (H) x 780 cm (W)</li> <li>• Font Style: Arial Bold (see picture for reference)</li> <li>• Material: Brass Alloy C46400 or equivalent</li> <li>• Material thickness: at least 1/4 inch with a flat face and welded returns</li> <li>• Style: Built-up Lettering</li> <li>• Finish: Polished Brass (see picture for reference)</li> <li>• Stainless steel rod fixing onto concrete wall of at least 10 cm away from the wall</li> <li>• Size &amp; height of letters should not exceed the platform (drawn to scale)</li> <li>• Lay-out can be provided but it is recommended for the supplier to visit location to ensure compatibility and exact fitting</li> <li>• Setting-up and installation provided by supplier</li> <li>• Spaces (see picture for interpretation)</li> </ul> <p style="margin-left: 40px;">Left side: 25 cm from the first letter (A)</p> <p style="margin-left: 40px;">Right side: 25 cm from the last letter (r)</p> <p style="margin-left: 40px;">Top &amp; Bottom: 10 cm from the letters</p>		<p><b>Sample Image</b></p> <p style="text-align: center;">GENDER RESOURCE CENTER     (NOT Advanced Research and Innovation Center)</p>