



# R E Q U E S T F O R Q U O T A T I O N

PR No: **GF-2022-03-00158 ( Page 1 of 5 )**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2022-107**

Date: **03-03-2022**

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

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

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

Item No	Articles (Complete description and specification)	ABC	Qty.	Unit	Unit Price	Total Price
1	Distancing Poster 6 ft. x 3.5 ft.*	315.00	10	pcs		
2	Empty Seat 6 ft. x 3.5 ft.*	315.00	10	pcs		
3	Door Entrance Poster 6 ft. x 3.5 ft.*	315.00	10	pcs		
4	Entrance only 6 ft. x 4 ft.*	360.00	4	pcs		
5	Exit Only 6 ft. x 4 ft.*	360.00	4	pcs		
6	Keep Right 6 ft. x 1.6 ft.*	144.00	7	pcs		
7	No Congregation 6 ft. x 4 ft.*	360.00	4	pcs		
8	Wall Banner Signage 3 ft. x 4 ft.*	180.00	40	pcs		
9	Floor Sticker - Way D-1ft.*	50.00	300	pcs		
10	Floor Sticker Distancing D-1ft*	50.00	300	pcs		

\*Please see attached specification

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

Authorized By:

**JESSAMINE C. ECLEO**  
 Head, Procurement Office

Canvassed By:

**LESTER 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)

End-User: **ODIE**

Purpose: There are urgently needed for the F2F classes.

- Baybay     Ormoc     Manila  
 Tacloban     Samar     Cebu  
 Leyte     So. Leyte     Davao

Control No: \_\_\_\_\_

**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 will 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



# REQUEST FOR QUOTATION

PR No: **GF-2022-03-00158 ( Page 2 of 5 )**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2022-107**

Date: **03-03-2022**

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

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

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

Item No	Articles (Complete description and specification)	ABC	Qty.	Unit	Unit Price	Total Price
11	Men CR Signage 6 ft. x 3.5 ft.*	315.00	5	pcs		
12	Capacity Limit Signage 6 ft. x 3.5 ft.*	315.00	5	pcs		
13	Women CR Signage 6 ft. x 3.5 ft.*	315.00	5	pcs		
	xxxxxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx					

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

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

Canvassed By:  
**LESTER 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

End-User: **ODIE**  
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- Business Permit
- Philgeps Registration No.
- Income / Business Tax Return

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
**PROCUREMENT OFFICE**

## SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Distancing Poster 6 ft. x 3.5 ft.	
<b>Full Specification</b>  Tarp  6 ft. x 3.5 ft.		<b>Sample Image</b>  <i>No Image Attached</i>
2	Empty Seat 6 ft. x 3.5 ft.	
<b>Full Specification</b>  Tarp  6ft. x. 3.5 ft.		<b>Sample Image</b>  <i>No Image Attached</i>
3	Door Entrance Poster 6 ft. x 3.5 ft.	
<b>Full Specification</b>  Tarp  6 ft. x 3.5 ft.		<b>Sample Image</b>  <i>No Image Attached</i>
4	Entrance only 6 ft. x 4 ft.	
<b>Full Specification</b>  Tarp  6 ft. x 4 ft.		<b>Sample Image</b>  <i>No Image Attached</i>
5	Exit Only 6 ft. x 4 ft.	
<b>Full Specification</b>  Tarp  6 ft. x 4 ft.		<b>Sample Image</b>  <i>No Image Attached</i>
6	Keep Right 6 ft. x 1.6 ft.	

	<p><b>Full Specification</b></p> <p>Tarp</p> <p>6 ft. x 1.6 ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
7	No Congregation 6 ft. x 4 ft.	
	<p><b>Full Specification</b></p> <p>Tarp</p> <p>6 ft. x 4 ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
8	Wall Banner Signage 3 ft. x 4 ft.	
	<p><b>Full Specification</b></p> <p>Tarp</p> <p>3 ft. x 4 ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
9	Floor Sticker - Way D-1ft.	
	<p><b>Full Specification</b></p> <p>Sticker - 1 Way</p> <p>D-1ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
10	Floor Sticker Distancing D-1ft	
	<p><b>Full Specification</b></p> <p>Sticker</p> <p>D-1ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
11	Men CR Signage 6 ft. x 3.5 ft.	
	<p><b>Full Specification</b></p> <p>Tarp</p> <p>6 ft. x 3.5 ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>
12	Capacity Limit Signage 6 ft, x 3.5 ft,	
	<p><b>Full Specification</b></p> <p>Tarp</p> <p>6 ft. x 3.5 ft.</p>	<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>

13	Women CR Signage 6 ft. x 3,5 ft.	
<b>Full Specification</b>  Tarp  6 ft. x 3.5 ft.		<b>Sample Image</b>  <i>No Image Attached</i>

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