



0-C-2022-863



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

# REQUEST FOR QUOTATION

PR No: **GF-2022-11-02309 ( Page 1 of 2 )**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2022-863**

Date: **11-21-2022**

**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)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	<b>FOB (VSU Main, Visca, Baybay City, Leyte)</b>	Authorized By:
1	Computer table, Office table, storage cabinet, and High back chair*		300,000.00	1	lot				
	xxxxxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxx								Canvassed By:
									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: **BuO**  
Purpose: **Office use**

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

**Instructions:**

- Please quote your **best offer** for the items listed above in your **least government price** inclusive of taxes, delivery, and other applicable charges..
- Accomplish this RFQ correctly and accurately. Please put initials for erasures.
- 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.
- Quotations that are above the set ABC or with no indicated brand and model shall be rejected.
- Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

**Documentary Requirements:**

- Business Permit
- PhilGEPS Registration No.
- Income / Business Tax Return
- Omnibus Sworn Statement

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## **SPECIFICATION**

<b>Item #</b>	<b>Item Name</b>	<b>Remarks (from End User)</b>
1	Computer table, Office table, storage cabinet, and High back chair	Office Use
<b>Full Specification</b>  <ol style="list-style-type: none"><li>Office table with drawers dimension: L120CMXW60CMXH76CM (color: brown) (9pcs)</li><li>High-back Leatherette Executive Chair • 360° swivel (color: black) (9pcs)</li><li>Computer table with shelf L 74cm x W 60cm x H 136.5cm (color: brown) (9pcs)</li><li>Storage cabinet Description: Halves Glass Door Metal, *5-layer shelves inside (Dimension: L90CMXW42CMXH185CM) (color: brown/metal) (1pc)</li></ol>		<b>Sample Image</b>  <i>No Image Attached</i>