



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

**REQUEST FOR QUOTATION (RFQ)**

PR No.: GF-2022-03-00197, 00198, 00170

Name of Supplier: \_\_\_\_\_

Address of Supplier: \_\_\_\_\_

Contact No. & E-mail Address: \_\_\_\_\_

Canvass No.: C22-03-0029

Date: 03/08/22

Mode of Procurement: NP - SVP

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 specifications)	ABC/Unit	Qty.	Unit	Unit	Total	Authorized by:
					Price	Price	
1	Fixed glass for OGS Specification: 2 units 1.20 X 1.20 Fixed glass Including: Installation cost	7,000.00	1	lot			JESSAMINE C. ECLEO Head
2	Window Glass for Duplex I Specification: 2 units 2.00M X 1.60M Fixed and Awning with 2" x 4" Window Chanel Analok with 1/4" Bronze glass 1 unit 2.00M X 1.600M Fixed and Awning with 2" x 4" Window Chanel Analok with 1/4" Bronze glass Note: Including Labor Installation	78,000.00	1	lot			LESTER G. LAYOLA Canvasser
3	Sliding Door, 4 panels (F/S/S/F), Analok Alum. (Brown)/ord. Bronze, total size 110" x 84"	16,456.00	1	lot			I hereby certify that I am in a position to furnish the articles at the prices shown and in quantities called for
117							(Printed Name & Signature of Supplier)

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

End-User: PPO  
 Baybay  Ormoc  Tacloban  Manila  
 Samar  Leyte  So. Leyte  Cebu  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

