



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

# REQUEST FOR QUOTATION (RFQ)

PR No: gf-2020

Canvass No.: C21-04-0072

Date: 04/07/21

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

Mode of Procurement: **NP - SVP**

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 specifications)	ABC/Unit	Qty.	Unit	Unit Price	Total Price	
1	Gasoline, Premium	55.00	1,645	ltr/s			<p style="text-align: center;"><b>FOB (VSU Main, Visca, Baybay City, Leyte)</b></p> <p>Authorized by:  <b>JESSAMINE C. ECLEO</b>            Head, Procurement</p> <p>Canvassed by:  <b>LESTER LAYOLA/BRYAN REBUYAS</b>            Canvasser</p> <p>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</p> <p>(Printed Name &amp; Signature of Supplier)</p>
2	Engine Oil (gasoline) Synthetic oil, 5w-40, Premium Grade	700.00	5	ltr/s			
3	2T (2-stroke) Oil, 2 stroke engine	200.00	4	ltr/s			
4	Engine Oil (SAE 20-40) synthetic oil	300.00	7	ltr/s			
5	Engine Oil, (Diesel) Synthetic oil, 15w-40, Premium Grade xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	500.00	15	ltr/s			
End-Use: Various offices							

Purpose: For fuel and lubricants use.

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