



Republic of the Philippines
VISAYAS STATE UNIVERSITY
PROCUREMENT OFFICE

REQUEST FOR QUOTATION

PR No: **STF-2021-07-00527 (Page 1 of 1)**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2021-211**

Date: **08-03-2021**

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	Authorized By:
1	Printing of Permanent record Envelope XXXXXXXXXXXXXXXXXXXX Nothing follows XXXXXXXXXXXXXXXXXXXXXXX size: 9" x 15" Thickness: Atleast 300 gsm	30.00	3000	pcs			Authorized By: JESSAMINE C. ECLEO Head, Procurement Office Canvassed By: LESTER LAYOLA / BRYAN REBUYAS 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: **REGISTRAR**
 Purpose: **For office use**

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

Control No: _____

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 will be rejected.
- Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

- Business Permit
- Philips Registration No.
- Income / Business Tax Return



0-C-2021-211