



Republic of the Philippines
VISAYAS STATE UNIVERSITY
PROCUREMENT OFFICE

REQUEST FOR QUOTATION (RFQ)

PR No.: STF-2022-02-00134 RC
 Name of Supplier: _____
 Address of Supplier: _____
 Contact No. & E-mail Address: _____

Canvass No.: C22-06-0096 Date: 06/28/22
 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 Price	Total Price
1	Printing of Brochure for VSU CAT 2022* *Please see attached specification XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	120,000.00	1	lot		

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

Authorized by:
JESSAMINE C. ECLEO
 Head

Canvassed by:
LESTER G. 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: Ado

Purpose: VSUCAT 2022 brochure printing.

Instructions:

Baybay Ormoc Tacloban Manila

Samar Leyte So. Leyte Cebu Davao

Control No.: _____

Documentary Requirements:

1. Business Permit 3. Income / Business Tax Return

2. Philgeps Registration No. _____

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.

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SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Printing of Brochure for VSU CAT 2022	
<p>Full Specification</p> <p>Part 1 of 2 - Printing of University brochure</p> <ul style="list-style-type: none"> • One- page, back-to-back tri-fold brochure • 8.5 in. x 13 in. landscape • Full-colors CMYK Offset Printing • C2S Glossy 148 gsm • 2500 copies • Prospective supplier must provide samples of previous, similar printouts for evaluation by the requesting party • Submission of Sample Layout for Proofing: February 10, 2022 • Submission of Final Layout: February 15, 2022 • Full Delivery at VSU Main Campus: February 24, 2022 <p>Part 2 of 2 - Printing of 15 types of Undergraduate Program brochures</p> <ul style="list-style-type: none"> • One-page, back-to-back tri-fold brochure • 8.5 in. x 13 in. landscape • Full-colors CMYK Digital Printing • C2S Glossy 148 gsm • 200 copies per design x 15 undergraduate programs: Total of 3000pcs • Prospective supplier must provide samples of previous, similar printouts for evaluation by the requesting party • Submission of Sample Layout for Proofing: February 10, 2022 • Submission of Final Layout: February 15, 2022 • Full delivery at VSU Main Campus: February 24, 2022 		<p>Sample Image</p> <p><i>No Image Attached</i></p>