

Handwritten: *Procurement*



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

REQUEST FOR QUOTATION



D-C-2022-373

PR No: **STF-2022-06-00816 (Page 1 of 1)**

Canvass No: **C-2022-373**

Date: **07-05-2022**

Name of Supplier:

Mode of Procurement : NP - Small Value Procurement

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 specification)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	
1	Soap, Dishwashing, Liquid, 250ml		150.00	50	btlS			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 LESTER S. LAYOLA Canvasser	
2	Umbrella Seal		0.50	60000	pc				
3	Nozzle Cap		5.00	1000	pc				
4	Non-Spill Sticker, Blue		0.50	60000	pc				
5	Hand Towel, cloth, cotton, 12 pcs/pack		258.00	5	piece				
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx							(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: **OHIGP**
 Purpose: **For VSU Spring Water Use**

- | | | |
|-----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Baybay | <input type="checkbox"/> Ormoc | <input type="checkbox"/> Manila |
| <input type="checkbox"/> Tacloban | <input type="checkbox"/> Samar | <input type="checkbox"/> Cebu |
| <input type="checkbox"/> Leyte | <input type="checkbox"/> So. Leyte | <input type="checkbox"/> Davao |

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 or with no indicated brand and model shall 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