



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

REQUEST FOR QUOTATION

PR No: **STF-2022-07-00971 (Page 1 of 2)**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:


Canvass No: **C-2022-426**

Date: **07-20-2022**

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)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	
1	Commencement Exercises Program* xxxxxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxx		100.00	1500	pcs			Authorized By:  JESSAMINE C. ECLEO Head, Procurement 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	
*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.								(Printed Name & Signature of Supplier)	

End-User: **OUS**
 Purpose: **For Commencement Exercises' Program**

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

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 or with no indicated brand and model shall be rejected.
- Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

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



D-C-2022-426

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SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Commencement Exercises Program	
<p>Full Specification</p> <p>Saddle stitch (booklet style) / size: 5.5 x 8.5"</p> <p>Cover: full color / back to back / Vellum board 220 gsm</p> <p>Inside pages: 13¹³⁻¹⁵ sheets, back to back colored logo & pictures</p>		<p>Sample Image</p> <p><i>No Image Attached</i></p>