



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

REQUEST FOR QUOTATION

PR No: PO2025-03-001 - N

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: C-2025-245

Date: 03-12-2025

Mode of Procurement : NP - Small Value Procurement

Delivery Period: within 30 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)	Authorized By:
1	Paper, Special (for Certificates), A4, 200gsm		350.00	2	pack				JESSAMINE C. ECLEO Head, Procurement
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxx								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)

*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: OVPAF

Purpose: 101st Founding Anniversary

☐ Baybay

☐ Tacloban

☐ Leyte

☐ Ormoc

☐ Samar

☐ So. Leyte

☐ Manila

☐ Cebu

☐ 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

4. Omnibus Sworn Statement

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SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Paper, Special (for Certificates)	
Full Specification <ul style="list-style-type: none">A4200 gsm		Sample Image <i>No Image Attached</i>