



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



REQUEST FOR QUOTATION

Date: 07-29-2022

Canvass No: C-2022-453

Mode of Procurement : Shopping - A

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
1	Meals/Lunch		200.00	30	packs	150.00	
2	Softdrinks, at least 295ml, assorted		15.00	30	btls	15.00	
3	Mineral Bottled Water*		15.00	30	pcs	15.00	
4	Snacks (Morning & Afternoon)		80.00	30	packs	80.00	
	xxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx						

Authorized By:  JESSAMINE C. ECLERO 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  Lester G. Layola	(Printed Name & Signature of Supplier)
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¹⁸If 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.

☐ Baybay ☐ Ormoc ☐ Manila

☐ Leyte	☐ Samar	☐ Cebu
☐ Tacloban	☐ So. Leyte	☐ Davao

Documentary Requirements:

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.