



29-C-2021-65



Republic of the Philippines
VISAYAS STATE UNIVERSITY
PROCUREMENT OFFICE

REQUEST FOR QUOTATION

PR No: GF-2020-10-00403 (Page 1 of 2)

Canvass No: C-2021-65

Date: 03-03-2021

Name of Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION

Mode of Procurement: Direct Contracting

Address of Supplier: GROUND FLOOR APOSTOL ARCADE, ZAMORA CORNER STG. NI

Delivery Period: within 15 calendar days from receipt of P.O

Contact No. & E-mail Address: 888-3406 / 0917-584-6901 & m_bianco@copylandia.com.ph

Deadline for Submission of RFO: 7 Calendar days

Item No	Articles	ABC	Qty.	Unit	Unit Price	Total Price	Authorized By:
1	Toner, TN118 (Genuine), for lineo 206/226 XXXXXXXXXXXXXXXXXXXX Nothing follows XXXXXXXXXXXXXXXXXXXXXXX	3,437.50	2	tubes	3,125.00	6,250.00	JESSAMINE C. ECLEO Head, Procurement Office
							Canvassed By: LESTER LAYOLA / BRYAN REBUVAS Canvasser
							Signature of Authorized Canvasser I hereby certify that I am in a position to furnish the articles at the prices shown and that I am duly called for JOY THESSA M. ESPARDES
							Printed Name & Signature of Supplier

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

End-User: BUO
Purpose: For office use

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

Instructions:

- Please quote your best offer for the items listed above in your best government price inclusive of taxes, delivery, and other applicable charges.
- Accomplish this RFO correctly and accurately. Please put initials for erasures.
- Submit along with this RFO 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 will be rejected.
- Submit this RFO 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