



PR No: GF-2020-10-00355 (Page 1 of 2)

Name of Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION**

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

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

Canvass No: C-2021-63

Mode of Procurement : Direct Contracting

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

Deadline for Submission of RFQ: 7 Calendar days

Date: 03-03-2021

[illegible]

End-User: Acco

Purpose: for office use

Control No.:

☐ Baybay ☐ Ormoc ☐ Manila
☐ Tacloban ☐ Samar ☐ Cebu
☐ Leyte ☐ So. Leyte ☐ 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 RFO correctly and accurately. Please put initials for erasures.
3. Submit along with this RFO the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documents are exempted from this requirement.
4. Quotations that are above the set ABC will be rejected.
5. Submit this RFO 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