



Republic of the Philippines
VISAYAS STATE UNIVERSITY
PROCUREMENT OFFICE

REQUEST FOR QUOTATION

PR No: GF-2020-10-00067 (Page 1 of 2)

Name of Supplier: PHILCOPY CORPORATION

Address of Supplier: #140-B REAL STREET, SANTIAGO BLDG., BARANGAY 21 (

Contact No. & E-mail Address: 561-0321 / 0917-837-1311 & philormoc@philcopy.net

Canvass No: C-2021-23

Date: 02-25-

Mode of Procurement: Direct Contracting

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)	ABC	Qty.	Unit	Unit Price	Total Price	Authorized By:
1	Toner for Kyocera 2200, TK 4109 xxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx	7,000.00	1	pcs	11000	11000	JESSAMINE C. ECLEO Head, Procurement Office
							Canvassed By: JESSE 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 in quantities called for ADIGAL D. SUCAN
							(Printed Name & Signature of Supplier)

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

End-User: DAEEH
Purpose: for office IT supplies

- ☐ 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 will be rejected.
- Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

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