



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
**PROCUREMENT OFFICE**

## REQUEST FOR QUOTATION

Deadline for Submission of RFQ: **7 Calendar days**

[illegible]

\*Please see attached specification

**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 will 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