



0-C-2023-389



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

R E Q U E S T F O R Q U O T A T I O N

PR No: **TF-2023-04-00638 (Page 1 of 3)**

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2023-389**

Date: **04-18-2023**

Mode of Procurement : NP - Small Value Procurement

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	FOB (VSU Main, Visca, Baybay City, Leyte)	Authorized By:
1	Paper, Photo, high gloss, A4, 230G, 20 shts/pack		250.00	2	pack				JESSAMINE C. ECLEO Head, Procurement
2	Thumb Tacks, Small Box		12.00	10	boxes				Canvassed By:
3	Dressmaker pins, approx. 60 pcs. per pad		15.00	10	pads				
4	White Mailing Envelope, Long, 9 1/2 x 4 1/8		1.00	100	pcs				LESTER G. LAYOLA Canvasser
5	Certificate Holder (A4)		65.00	50	pcs				
6	2023 MR. & MS. VSU -CROWN*		25,000.00	2	pc				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
7	SASH*		1,000.00	22	pc				
8	LEIS*		750.00	11	pc				
9	BOUQUET*		1,500.00	11	pc				(Printed Name & Signature of Supplier)
10	Framed Portrait for Mr.& Ms. Photogenic		2,000.00	2	pc				

*Please see attached specification

**If 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.

End-User: CAC

Purpose: Mr. & Ms. VSU 2023-PARAPHERNALIA

- ☐ 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 or with no indicated brand and model shall be rejected.
- Submit this RFQ 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



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PR No: **TF-2023-04-00638 (Page 2 of 3)**

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Address of Supplier:

Contact No. & E-mail Address:

Canvass No: **C-2023-389**

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Item No	Articles (Complete description and specification)	Brand and Model**	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	Authorized By:
11	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack)		85.00	5	pack				JESSAMINE C. ECLEO Head, Procurement
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxx								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
									(Printed Name & Signature of Supplier)

**Please see attached specification*

***If 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.*

End-User: CAC

Purpose: Mr. & Ms. VSU 2023-PARAPHERNALIA

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Instructions:	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.	1. Business Permit
2. Accomplish this RFQ correctly and accurately. Please put initials for erasures.	2. PhilGEPS Registration No.
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.	3. Income / Business Tax Return
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.	

SPECIFICATION

Item #	Item Name	Remarks (from End User)
6	2023 MR. & MS. VSU -CROWN	
<div><div>Full Specification</div><div><ul style="list-style-type: none">Customized Crown</div></div>		<div><div>Sample Image</div><div>No Image Attached</div></div>
7	SASH	
<div><div>Full Specification</div><div><ul style="list-style-type: none">(5 inch wide, font color black, white back ground, trimmings green and gold)plain</div></div>		<div><div>Sample Image</div><div>No Image Attached</div></div>
8	LEIS	
<div><div>Full Specification</div><div>FOR ALL JUDGES</div></div>		<div><div>Sample Image</div><div>No Image Attached</div></div>
9	BOUQUET	
<div><div>Full Specification</div><div>FOR MAJOR AND MINOR AWARDS</div></div>		<div><div>Sample Image</div><div>No Image Attached</div></div>