



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

REQUEST FOR QUOTATION

PR No: **STF-2022-09-01279 (Page 1 of 2)**

Name of Supplier: **LOVEJOY CATERING SERVICES**

Address of Supplier: **ZONE 1, GUADALUPE (UTOD), BAYBAY**

Contact No. & E-mail Address: **(+000) 000-0000 / 0936-558-3942 & lovejoy.catering@gmail.com**

Canvass No: **C-2022-563**

Date: **09-01-2022**

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	Authorized By:
1	Snacks* xxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxx <i>September 30, 2022</i>		ABC	50.00	300	set	<i>48</i>	JESSAMINE C. ECLEO Head, Procurement
								Canvassed By:
								<i>for</i> 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: **OHLDHRA**
Purpose: **CSC Closing Program**

- ☐ 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