



Republic of the Philippines
VISAYAS STATE UNIVERSITY
PROCUREMENT OFFICE

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

PR No:

Name of Supplier:

Address of Supplier:

Contact No. & E-mail Address:

Canvass No:

Mode of Procurement :

Delivery Period:

Deadline for Submission of RFQ:

Date:

Item No	Articles (Complete description and specification)	ABC	Qty.	Unit	Unit Price	Total Price	FOB (VSU Main, Visca, Baybay City, Leyte)	Authorized By:
								Head, Procurement Office
								Canvassed By:
								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*

End-User:

Purpose:

☐ Baybay

☐ Tacloban

☐ Leyte

☐ Ormoc

☐ Samar

☐ So. Leyte

☐ Manila

☐ Cebu

☐ Davao

Control No: _____

Instructions: <ol style="list-style-type: none">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: <ol style="list-style-type: none">Business PermitPhilgeps Registration No.Income / Business Tax Return
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