



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



29 C-2022-418

REQUEST FOR QUOTATION

PR No: GF-2022-07-00893 (Page 1 of 2)

Name of Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION

Address of Supplier: GROUND FLOOR APOSTOL ARCADE, ZAMORA CORNER STO. NI

Contact No. & E-mail Address: 888-3406 / 0917-584-6901 & m.blanco@copylandia.com.ph

Canvass No: C-2022-418

Mode of Procurement: Direct Contracting

Delivery Period: within 15 calendar days from receipt of P.O

Deadline for Submission of RFO: 7 Calendar days

Date: 07-14-2022

Item No	Articles (Complete description and specification)	Brand and Model	ABC	Qty.	Unit	Unit Price	Total Price	Authorized By:
1	Toner, TN118 (Genuine), for Ileo 206/225 xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx		3,750.00	1	tubes	3,125.00	3,125.00	JESSAMINE G. EOLEO Head, Procurement
								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
								Uy MBE G. COLONTE (Printed Name & Signature of Supplier)

End-User: OHLDHRA
Purpose: Toner for Xerox Copier (Develop Brand)

Instructions:

- Please quote your best offer for the items listed above in your latest government price inclusive of taxes, delivery, and other applicable charges.
- Accomplish this RFO correctly and accurately. Please put initials for enclosures.
- Submit along with this RFO 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 RFO 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