



0-C-2025-232



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: **GF-2025-02-00281 ( Page 1 of 2 )**

Canvass No: **C-2025-232**

Date: **03-11-2025**

Name of Supplier:

**Mode of Procurement : NP - Small Value Procurement**

Address of Supplier:

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

Contact No. & E-mail Address:

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	<b>FOB (VSU Main, Visca, Baybay City, Leyte)</b>	Authorized By:
1	Accommodation and Meals Package*		4,500.00	40	pc				<b>JESSAMINE C. ECLEO</b> Head, Procurement
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxx								Canvassed By:
									<b>LESTER G. LAYOLA</b> 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: **GRC**  
Purpose: **Training of Trainers on Gender and Development**

- Baybay
- Ormoc
- Manila
- Tacloban
- Samar
- Cebu
- Leyte
- So. Leyte
- Davao

<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>Please quote your <b>best offer</b> for the items listed above in your <b>least government price</b> inclusive of taxes, delivery, and other applicable charges.</li> <li>Accomplish this RFQ correctly and accurately. Please put initials for erasures.</li> <li>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.</li> <li>Quotations that are above the set ABC or with no indicated brand and model shall be rejected.</li> <li>Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.</li> </ol>	<p><b>Documentary Requirements:</b></p> <ol style="list-style-type: none"> <li>Business Permit</li> <li>PhilGEPS Registration No.</li> <li>Income / Business Tax Return</li> <li>Omnibus Sworn Statement</li> </ol>
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# **SPECIFICATION**

<b>Item #</b>	<b>Item Name</b>	<b>Remarks (from End User)</b>
1	Accommodation and Meals Package	
<p><b>Full Specification</b></p> <p>Accommodation and Meal package per person for GAD/GRC Training/Workshop/Seminar for 2 days and 1 night.</p> <p>Inclusions:</p> <ul style="list-style-type: none"><li>Room accommodation</li><li>Venue and Sounds</li><li>Internet Connection</li><li>Snacks &amp; Coffee/Water</li><li>Meals</li></ul>		<p><b>Sample Image</b></p> <p><i>No Image Attached</i></p>