



0-C-2025-202



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: **STF-2024-11-03148 ( Page 1 of 3 )**

Canvass No: **C-2025-202**

Date: **02-21-2025**

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	Medals (With No Engraving) - Big*		350.00	40	pcs				<b>JESSAMINE C. ECLEO</b> Head, Procurement
2	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r*		350.00	105	pcs				Canvassed By:
3	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit*		250.00	200	pcs				<b>LESTER G. LAYOLA</b> Canvasser
4	Printing of Diploma Form (Sheepskin)*		40.00	1500	pcs				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
5	Printing of Permanent record Envelope		30.00	3000	pcs				
6	Printing of Transcript of Record Form*		2,450.00	50	reams				
	xxxxxxxxxxxxxxxxxxxxx Nothing follows xxxxxxxxxxxxxxxxxxxxxxxx								
								(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: UR  
Purpose: for commencement excercises for undergrdaute studenys and graduate students

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

<b>Instructions:</b>	<b>Documentary Requirements:</b>
<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>	<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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**PROCUREMENT OFFICE**

## SPECIFICATION

Item #	Item Name	Remarks (from End User)
1	Medals (With No Engraving) - Big	coordinate the office
<b>Full Specification</b> <ul style="list-style-type: none"> <li>2" diameter, big gold plated</li> <li>31" long ribbon</li> <li>5mm thickness</li> </ul>		<b>Sample Image</b>  <i>No Image Attached</i>
2	Medals, big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with r	coordinat the office
<b>Full Specification</b>  big gold plated with VSU seal & with engraving with 2" diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring		<b>Sample Image</b>  <i>No Image Attached</i>
3	Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, wit	
<b>Full Specification</b>  Medals, small gold plated with VSU seal & with engraving with 1.5 diameter and 31" long ribbon, with rectangular hole for ribbon and with durable ring		<b>Sample Image</b>  <i>No Image Attached</i>
4	Printing of Diploma Form (Sheepskin)	coordinate the office
<b>Full Specification</b> <ul style="list-style-type: none"> <li>Sheepskin</li> <li>Parchment Paper short size 8.5x11</li> <li>80 gsm 150 lbs</li> <li>Heading only with borderline heading: VISAYAS STATE UNIVERSITY color: Brilliant green, borderline color brilliant gold</li> </ul>		<b>Sample Image</b>  <i>No Image Attached</i>
5	Printing of Permanent record Envelope	coordinate the office
<b>Full Specification</b>		<b>Sample Image</b>  <i>No Image Attached</i>
6	Printing of Transcript of Record Form	coordinate the office

**Full Specification**

Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm  
"VISAYAS STATE UNIVERSITY" text background with telephone & fax nos.,  
website & email address

**Sample Image**

*No Image Attached*