



## REQUEST FOR QUOTATION

Company Name/TIN: \_\_\_\_\_

Date: **11-23-2022**

Business Address: \_\_\_\_\_

PR No: **2022-10-0776**

Please quote your lowest price on the item/s listed below, subject to the terms and conditions stipulated, and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope to the BAC Secretariat, DSSC, Matti, Digos City, or email to [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph).

### TERMS AND CONDITIONS:

- Delivery period:** \_\_\_\_\_ calendar days from receipt of Purchase Order.
- Warranty:** 3 months for supplies & materials; 1 year for equipment from date of acceptance by the Procuring Entity.
- Price validity:** \_\_\_\_\_ calendar days
- Documentary requirements:** Mayor's Permit, SEC/DTI (PhilGEPS Reg.Cert., Omnibus Sworn Statement, ITR, if applicable)
- The approved budget ceiling for this procurement is, **Php 51,324.48**

**RACHEL R. YONTING**

Procurement Service Unit Head/BAC Secretariat

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
1	4	Pc	A5 Notebook			
2	2	Pc	Air Freshener (Aerosol)			
3	7	Pc	Alcohol 500 ml (72%)			
4	9	Pack	Battery (AA)			
5	5	Box	Binder Clip (1")			
6	5	Box	Binder Clip (2")			
7	1	Pc	Broom (soft tambo)			
8	10	Pc	Brother Ink (Black)			
9	8	Pc	Brother Ink (magenta)			
10	8	pc	Brother Ink (cyan)			
11	8	Pc	Brother Ink (yellow)			
12	4	Pack	Cartolina Assorted Colors			
13	6	pc	Correction Tape			
14	4	Pc	Disinfectant Spray 170 g			
15	4	Pc	Double sided tape (1")			
16	2	Pc	Eraser for white board			
17	9	pc	Folder with slide (A4)			
18	9	Pc	Folder with slide (legal)			
19	2	Pc	Furniture Cleaner Aerol Type			
20	3	bot	Glass Cleaner 500 mL			
21	2	Pc	Glue			
22	4	Box	Highlighter			
23	2	Px	Ink for Stamp Pad			
24	20	Px	Marker for white board			
25	1	Px	Mouse (pink)			
26	4	Pad	Note pad/Sticky notes 3x3			
27	4	Pad	Note pad/Sticky notes 2x3			
28	4	Pad	Note pad/ Sticky notes 3x4			





29	Box	Matt Paper Clip 35mm	del Sur, Philippines 8002			
30	Box	Paper Clip 50mm				
31	35	reams	Bond Paper A4			
32	25	Reams	Bond Paper Legal			
33	20	Pack	Paper Parchment			
34	1	Box	Pencil			
35	4	Pc	Pentel Pen (red)			
36	4	Pc	Pentel Pen (black)			
37	4	Pc	Pentel Pen (blue)			
38	1	Pc	Puncher			
39	2	Pack	Push pin			
40	2	Pc	Record book 300 pages			
41	5	Pc	Record book 500 pages			
42	2	Pc	Ruler plastic			
43	2	Pc	Scissors			
44	15	Box	Sign Pen (black)			
45	15	Box	Sign Pen ( blue)			
46	15	box	Sign Pen (red)			
47	10	Pc	Stand File Box (gray)			
48	3	Box	Staple wire No. 35			
49	10	Pack	Sticker Paper			
50	4	Pc	Tape Transparent 48mm			
51	65	Pc	Tissue			
52	1	pc	Trash can			
53	12	Pack	Wet wipes (82 wipes)			
<b>GRAND TOTAL</b>						

Delivery Period: \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above. If the space for delivery period, warranty, and price validity are left blank, it means that I/ We concur with the terms and conditions specified by the Davao del Sur State College (DSSC).

\_\_\_\_\_  
**Canvasser**

\_\_\_\_\_  
**Printed Name and Signature**

Contact Details:

Landline: \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date signed: \_\_\_\_\_