



REQUEST FOR QUOTATION

Company Name/TIN: _____
 Business Address: _____

Date: **12-02-2022**
 PR No: **2022-11-0836**

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.

TERMS AND CONDITIONS:

1. **Delivery period:** _____ calendar days from receipt of Purchase Order.
2. **Warranty:** 3 months for supplies & materials; 1 year for equipment from date of acceptance by the Procuring Entity.
3. **Price validity:** _____ calendar days
4. **Documentary requirements:** Mayor's Permit, SEC/DTI (PhilGEPS Reg. Cert., Omnibus Sworn Statement, ITR, if applicable)
5. The approved budget ceiling for this procurement is, **Php 185,062.91**

RACHEL R. YONTING
Procurement Service Unit Head/BAC Secretariat

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
	1	lot	Supply and Delivery of Common-used Supplies for the College Operation			
1	3	can	INSECTICIDE, aerosol type			
2	20	bottle	LIQUID HAND SANITIZER, 500mL			
3	84	bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml			
4	1	gallon	ALCOHOL, ethyl, 68%-72%, 1 Gallon			
5	2	bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)			
6	10	gallon	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters			
7	1	gallon	POVIDONE IODINE, 10 % solution, 120 ml			
8	4	bottle	INK, for stamp pad			
9	2	box	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm			
10	28	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min			
11	19	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min			
12	30	pad	NOTE PAD, stick on, 3" x 3"			
13	30	piece	NOTEBOOK, stenographer			
14	42	reams	PAPER, MULTICOPY, Legal, 80gsm			
15	115	reams	PAPER, Multi-Purpose, A4, 70 gsm			
16	1	box	PAPER, parchment			



17	10	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
18	24	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
19	61	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled (12rolls/pack)			
20	11	pack	TISSUE, interfolded paper towel (12rolls/pack)			
21	2	pack	TOILET TISSUE PAPER, Interfolded Paper Towel (12rolls/pack)			
22	8	pack	BATTERY, dry Cell, size AA			
23	8	pack	BATTERY, dry Cell, size AAA			
24	1	pack	BATTERY, dry Cell, size D			
25	7	jar	GLUE, all purpose			
26	8	box	STAPLE WIRE, heavy duty, binder type, 23/13			
27	37	box	STAPLE WIRE, standard			
28	19	roll	TAPE, masking, 24mm			
29	7	roll	TAPE, MASKING, 48mm			
30	9	roll	TAPE, packaging, 48mm			
31	22	roll	TAPE, transparent, 24mm			
32	8	roll	TAPE, transparent, 48mm			
33	2	roll	TWINE, plastic			
34	1	piece	RULER, plastic, 450mm			
35	17	can	AIR FRESHENER, aerosol type			
36	2	bottle	CLEANER, toilet and urinal			
37	5	pack	DETERGENT POWDER, all-purpose, 1kg			
38	4	can	DISINFECTANT SPRAY, aerosol type			
39	3	bottle	LIQUID HAND SOAP, 500mL			
40	1	bundle	RAGS, all cotton			
41	1	piece	WASTEBASKET, non-rigid plastic			
42	14	box	CLIP, backfold, 19mm			
43	17	box	CLIP, backfold, 25mm			
44	18	box	CLIP, backfold, 32mm			
45	12	box	CLIP, backfold, 50mm			
46	24	piece	CORRECTION TAPE, 8m			
47	11	piece	DATA FILE BOX			
48	9	piece	DATA FOLDER			
49	7	box	ENVELOPE, documentary, A4			
50	8	box	ENVELOPE, DOCUMENTARY, for legal size document			
51	1	box	ENVELOPE, expanding, kraft, legal			
52	10	piece	ENVELOPE, expanding, plastic			
53	2	box	ENVELOPE, mailing			
54	5	box	FASTENER, metal, non-sharp edges			
55	2	piece	FILE ORGANIZER, expanding, plastic, legal			
56	3	set	FILE TAB DIVIDER, bristol board, for A4			
57	2	set	FILE TAB DIVIDER, legal			
58	16	bundle	FOLDER, fancy, with slide, A4			



59	13	bundle	FOLDER, fancy, with slide, legal			
60	3	box	FOLDER, pressboard			
61	1	pack	FOLDER, with tab, A4			
62	1	piece	MAGAZINE FILE BOX, large			
63	6	set	MARKER, fluorescent			
64	3	piece	MARKER, whiteboard, black			
65	3	piece	MARKER, whiteboard, blue			
66	3	piece	MARKER, whiteboard, red			
67	5	piece	MARKER, permanent, black, bullet type			
68	5	piece	MARKER, permanent, blue, bullet type			
69	18	box	PAPER CLIP, vinyl/plastic coated, 33mm			
70	11	box	PAPER CLIP, vinyl/plastic coated, 50mm			
71	2	box	PENCIL, lead, with eraser			
72	2	bundle	RING BINDER, plastic, 32mm			
73	2	box	RUBBER BAND, No. 18			
74	1	piece	STAMP PAD, felt			
75	2	piece	CUTTER/UTILITY KNIFE, for general purpose			
76	5	piece	PUNCHER, paper, heavy duty			
77	75	piece	CLEARBOOK, 20 Transparent pockets, Legal			
78	5	piece	ERASER, plastic/rubber			
79	112	piece	SIGN PEN, black			
80	79	piece	SIGN PEN, blue			
81	24	piece	SIGN PEN, red			
82	34	bottle	Brother Ink BT D60 Black			
83	25	bottle	Brother Ink BT5000 Cyan			
84	25	bottle	Brother Ink BT5000 Magenta			
85	25	bottle	Brother Ink BT5000 Yellow			
GRAND TOTAL:						

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: _____