



Name of Procuring Entity	: <b>DSSC</b>	Purchase Request No.	: <b>2022-09-0608</b>
RFQ Date	: <b>September 23, 2022</b>	PR Recorded Date	: _____
Standard Form Title	: <b>REQUEST FOR QUOTATION</b>	Office/End User	: _____

*Company Name	:	_____
*Address	:	_____
*Contact No.	:	_____ *TIN NO. [ ]VAT [ ]NONVAT
*Bank Account Name (LBP)	:	_____ *Bank Account Number (LBP)

**TERMS AND CONDITIONS:**

- All Entries must be type written of legibly written.
- Place of Delivery : Davao del Sur State College Delivery Period : \_\_\_\_\_ upon receipt of the approved funded Purchased Order (PO).  
Date of Delivery : \_\_\_\_\_ Payment Term : \_\_\_\_\_  
Please be informed that upon receipt of the approved funded Purchase Order (PO). Administrative Penalties pursuant to Sec. 69 of the revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be at of **three (3)** Months for supplies and materials, **one (1) year** for Equipment from date of acceptance by end user.
- Price Validity shall be for a period of \_\_\_\_\_ Calendar days.
- Updated and certified PhilGEP's Registration Certificate. Mayors permit, and SEC/DTI shall be enclosed in the submission of quotation in a sealed envelope.
- Bidders must properly fill-up and quote on all items specified.
- Please indicate the Brand and/or Model for each items being offered and/or submit original brochures showing certification of the product (if applicable).
- A bid document fee of ( Php \_\_\_\_\_ ) will be collected and included in the submission of quotation as provided in section 17.4 of IRR of RA-9184.
- That the DSSC Bids and Award Committee reserved the right to accept or reject any or all bid, and annul the bidding process any time before contract award without incurring any liability to the affected bidders.
- The approved budget ceiling for this procurement is, **Php 396,087.78**

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 05:00 pm of \_\_\_\_\_ in the return envelope attached herewith to the BAC Secretariat, DSSC, Davao del Sur or send through email to [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph)

  
**EDUARDO F. AQUINO, MS**  
 BAC Chairman

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>Supply and Delivery of Common-use supplies for the College operation.</b>	<b>1</b>	<b>LOT</b>		
	INSECTICIDE, aerosol type	3	can		
	LIQUID HAND SANITIZER, 500mL	30	bottle		
	ALCOHOL, ethyl, 68%-72%, 500 ml	132	bottle		
	ALCOHOL, ethyl, 68%-72%, 1 Gallon	2	gallon		
	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	5	bottle		
	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	13	gallon		
	POVIDONE IODINE, 10 % solution, 120 ml	1	gallon		
	INK, for stamp pad	13	bottle		
	ACETATE	5	roll		
	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	2	box		
	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	36	pad		
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	27	pad			



NOTE PAD, stick on, 3" x 3"	38	pad	
NOTEBOOK, stenographer	91	piece	
PAPER, MULTICOPY, A4, 80 gsm	237	reams	
PAPER, MULTICOPY, Legal, 80gsm	197	reams	
PAPER, Multi-Purpose, A4, 70 gsm	96	reams	
PAPER, multi-purpose, legal, 70gsm	172	reams	
PAPER, parchment	7	box	
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	26	book	
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	34	book	
TOILET TISSUE PAPER, 2-ply, 100% recycled (12rolls/pack)	136	pack	
TISSUE, interfolded paper towel (12rolls/pack)	17	pack	
TOILET TISSUE PAPER, Interfolded Paper Towel (12rolls/pack)	33	pack	
BATTERY, dry Cell, size AA	13	pack	
BATTERY, dry Cell, size AAA	13	pack	
BATTERY, dry Cell, size D	6	pack	
GLUE, all purpose	19	jar	
STAPLE WIRE, heavy duty, binder type, 23/13	32	box	
STAPLE WIRE, standard	99	box	
TAPE, electrical 19mm	5	roll	
TAPE, masking, 24mm	30	roll	
TAPE, MASKING, 48mm	13	roll	
TAPE, packaging, 48mm	19	roll	
TAPE, transparent, 24mm	28	roll	
TAPE, transparent, 48mm	34	roll	
TWINE, plastic	5	roll	
THERMOGUN	1	piece	
LINEAR TUBE, Light Emitting Diode (LED), 18 watts	5	piece	
LIGHT BULB, Light Emitting Diode (LED)	5	piece	
RULER, plastic, 450mm	6	piece	
AIR FRESHENER, aerosol type	43	can	
BROOM, soft, tambo	16	piece	
BROOM, stick, ting-ting	10	piece	
CLEANER, toilet and urinal	7	bottle	
DETERGENT BAR, 140g	5	piece	
DETERGENT POWDER, all-purpose, 1kg	5	pack	
DISINFECTANT SPRAY, aerosol type	32	can	
DUST PAN, non-rigid plastic	8	piece	
LIQUID HAND SOAP, 500mL	13	bottle	
FLOOR WAX, paste type, red	3	can	



FURNITURE CLEANER, aerosol type	4	can		
MOPHANDLE, heavy duty, hard screw type	30	piece		
RAGS, all cotton	11	bundle		
WASTEBASKET, non-rigid plastic	15	piece		
CLIP, backfold, 19mm	22	box		
CLIP, backfold, 25mm	22	box		
CLIP, backfold, 32mm	27	box		
CLIP, backfold, 50mm	22	box		
CORRECTION TAPE, 8m	87	piece		
DATA FILE BOX	26	piece		
DATA FOLDER	32	piece		
ENVELOPE, documentary, A4	11	box		
ENVELOPE, DOCUMENTARY, for legal size document	10	box		
ENVELOPE, expanding, kraft, legal	4	box		
ENVELOPE, expanding, plastic	110	piece		
ENVELOPE, mailing	7	box		
FASTENER, metal, non-sharp edges	21	box		
FILE ORGANIZER, expanding, plastic, legal	5	piece		
FILE TAB DIVIDER, bristol board, for A4	6	set		
FILE TAB DIVIDER, legal	4	set		
FOLDER, fancy, with slide, A4	16	bundle		
FOLDER, fancy, with slide, legal	13	bundle		
FOLDER, L-type, A4	10	pack		
FOLDER, L-type, legal	10	pack		
FOLDER, pressboard	5	box		
FOLDER, with tab, A4	12	pack		
FOLDER, with tab, Legal	10	pack		
INDEX TAB, self-adhesive, transparent	10	box		
MAGAZINE FILE BOX, large	15	piece		
MARKER, fluorescent	29	set		
MARKER, whiteboard, black	48	piece		
MARKER, whiteboard, blue	18	piece		
MARKER, whiteboard, red	18	piece		
MARKER, permanent, black, bullet type	48	piece		
MARKER, permanent, blue, bullet type	28	piece		
MARKER, permanent, red, bullet type	17	piece		
PAPER CLIP, vinyl/plastic coated, 33mm	51	box		
PAPER CLIP, vinyl/plastic coated, 50mm	46	box		
PENCIL, lead, with eraser	25	box		
RING BINDER, plastic, 32mm	18	bundle		
RUBBER BAND, No. 18	2	box		
STAMP PAD, felt	12	piece		



CUTTER/UTILITY KNIFE, for general purpose	2	piece		
PUNCHER, paper, heavy duty	1	piece		
STAPLER, standard type	4	piece		
STAPLE REMOVER, plier type	2	piece		
TAPE DISPENSER, table top	1	piece		
CALCULATOR, compact	3	cart		
INK CART, EPSON C13T664100 (T6641), Black	122	cart		
INK CART, EPSON C13T664200 (T6642), Cyan	87	cart		
INK CART, EPSON C13T664300 (T6643), Magenta	87	cart		
INK CART, EPSON C13T664400 (T6644), Yellow	87	piece		
CLEARBOOK, 20 Transparent pockets, A4	20	piece		
CLEARBOOK, 20 Transparent pockets, Legal	95	piece		
ERASER, plastic/rubber	25	piece		
SIGN PEN, black	281	piece		
SIGN PEN, blue	218	piece		
SIGN PEN, red	175	pack		
WRAPPING PAPER, kraft (10pcs./ pack)	5	cart		
<b>Purpose:</b> Common Use Supplies for the College Operation in 3rd Quarter				

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

After having carefully read and accepted your General Condition, I / We quote you on the item(s) as 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 DSSSC.

Canvasser

**NOTE: PLEASE FILL UP NECESSARY INFORMATION MARKED AS (\*)**

Printed Name / Signature