



Name of Procuring Entity : **DSSC** Purchase Request No. : **2022-04-0258**
 RFQ Date : **05/12/2022** PR Recorded Date : _____
 Standard Form Title : **REQUEST FOR QUOTATION** Office/End User : _____

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

TERMS AND CONDITIONS:

1. All Entries must be type written or legibly written.
2. Place of Delivery : Davao del Sur State College Delivery Period : **within 30 days** 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.
3. Warranty shall be at of **three (3)** Months for supplies and materials, **one (1) year** for Equipment from date of acceptance by end user.
4. Price Validity shall be for a period of _____ Calendar days.
5. Updated and certified PhilGEP's Registration Certificate. Mayors permit, and SEC/DTI shall be enclosed in the submission of quotation in a sealed envelope.
6. Bidders must properly fill-up and quote on all items specified.
7. Please indicate the Brand and/or Model for each items being offered and/or submit original brochures showing certification of the product (if applicable).
8. 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.
9. 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.
10. The approved budget ceiling for this procurement is, **Php 965,952.88**

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

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, Ethyl, 68%-72%, 500 ml	191	bottle		
2	ALCOHOL, ethyl, 68%-72%, 1 Gallon	54	gallon		
3	INK, for stamp pad	24	bottle		
4	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	98	pad		
5	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	62	pad		
6	NOTE PAD, stick on, 3" x 3"	70	pad		
7	NOTEBOOK, stenographer	138	piece		
8	PAPER, MULTICOPY, A4, 80 gsm	553	reams		
9	PAPER, MULTICOPY, Legal, 80gsm	429	reams		
10	PAPER, Multi-Purpose, A4, 70 gsm	533	reams		
11	PAPER, multi-purpose, legal, 70gsm	242	reams		
12	PAPER, parchment	5	box		
13	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	67	book		

14	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	51	book		
15	TOILET TISSUE PAPER, 2-ply, 100% recycled	249	pack		
16	GLUE, all purpose	36	jar		
17	STAPLE WIRE, heavy duty, binder type, 23/13	33	box		
18	STAPLE WIRE, standard	150	box		
19	TAPE, electrical	7	roll		
20	TAPE, masking, 24mm	69	roll		
21	TAPE, MASKING, 48mm	26	roll		
22	TAPE, packaging, 48mm	27	roll		
23	TAPE, transparent, 24mm	67	roll		
24	TAPE, transparent, 48mm	36	roll		
25	TWINE, plastic	2	roll		
26	AIR FRESHENER, aerosol type	117	can		
27	BROOM, soft, tambo	31	piece		
28	BROOM, stick, ting-ting	13	piece		
29	CLEANER, toilet and urinal	8	bottle		
30	CLEANSER, scouring powder	1	can		
31	DETERGENT BAR, 140g	14	piece		
32	DETERGENT POWDER, all-purpose, 1kg	18	pack		
33	DISINFECTANT SPRAY, aerosol type	81	can		
34	DUST PAN, non-rigid plastic	21	piece		
35	LIQUID HAND SOAP, 500mL	36	bottle		
36	FLOOR WAX, paste type, red	12	can		
37	FURNITURE CLEANER, aerosol type	28	can		
38	MOP BUCKET, heavy duty, hard plastic	4	unit		
39	MOPHANDLE, heavy duty, screw type	4	piece		
40	MOPHEAD, made of rayon	6	piece		
41	RAGS, all cotton	26	bundle		
42	SCOURING PAD	5	pack		
43	TRASHBAG, GPP specs, black, 940mmx1016mm	19	pack		
44	WASTEBASKET, non-rigid plastic	24	piece		
45	CLIP, backfold, 19mm	61	box		
46	CLIP, backfold, 25mm	77	box		
47	CLIP, backfold, 32mm	69	box		
48	CLIP, backfold, 50mm	63	box		
49	CORRECTION TAPE, 8m	198	piece		
50	DATA FILE BOX	188	piece		



51	DATA FOLDER	265	piece		
52	ENVELOPE, documentary, A4	32	box		
53	ENVELOPE, DOCUMENTARY, for legal size document	46	box		
54	ENVELOPE, expanding, kraft, legal	20	box		
55	ENVELOPE, expanding, plastic	118	piece		
56	ENVELOPE, mailing	20	box		
57	ENVELOPE, mailing, with window	7	box		
58	ERASER, FELT, for blackboard/whiteboard	15	piece		
59	FASTENER, metal, non-sharp edges	106	box		
60	FILE ORGANIZER, expanding, plastic, legal	152	piece		
61	FILE TAB DIVIDER, bristol board, for A4	16	set		
62	FILE TAB DIVIDER, legal	9	set		
63	FOLDER, fancy, with slide, A4	30	bundle		
64	FOLDER, fancy, with slide, legal	26	bundle		
65	FOLDER, L-type, A4	22	pack		
66	FOLDER, L-type, legal	32	pack		
67	FOLDER, pressboard	11	box		
68	FOLDER, with tab, A4	28	pack		
69	FOLDER, with tab, legal	27	pack		
70	INDEX TAB, self-adhesive, transparent	33	box		
71	MAGAZINE FILE BOX, large	45	piece		
72	MARKER, fluorescent	43	set		
73	MARKER, whiteboard, black	108	piece		
74	MARKER, whiteboard, blue	58	piece		
75	MARKER, whiteboard, red	48	piece		
76	MARKER, permanent, black, bullet type	86	piece		
77	MARKER, permanent, blue, bullet type	61	piece		
78	MARKER, permanent, red, bullet type	50	piece		
79	PAPER CLIP, vinyl/plastic coated, 33mm	92	box		
80	PAPER CLIP, vinyl/plastic coated, 50mm	101	box		
81	PENCIL, lead, with eraser	30	box		
82	RING BINDER, plastic, 32mm	47	bundle		
83	RUBBER BAND, No. 18	10	box		
84	STAMP PAD, felt	29	piece		
85	CUTTER/UTILITY KNIFE, for general purpose	18	piece		
86	DATING AND STAMPING MACHINE	14	piece		
87	PENCIL SHARPENER, manual, single cutter head	13	piece		



88	PUNCHER, paper, heavy duty	38	piece		
89	SCISSORS, symmetrical	52	pair		
90	STAPLER, standard type	55	piece		
91	STAPLER, heavy duty, binder type	8	unit		
92	INK CART, BROTHER LC67B, Black	3	Cart		
93	Toner Cart, Brother TN-456 BLACK, high yield 6500	2	Cart		
94	Toner Cart, Brother TN-456 CYAN, high yield 6500	2	Cart		
95	Toner Cart, Brother TN-456 MAGENTA, high yield	2	Cart		
96	Toner Cart, Brother TN-456 YELLOW, high yield 6500	2	Cart		
97	INK CART, EPSON C13T664100 (T6641), Black	207	cart		
98	INK CART, EPSON C13T664200 (T6642), Cyan	143	cart		
99	INK CART, EPSON C13T664300 (T6643), Magenta	142	cart		
100	INK CART, EPSON C13T664400 (T6644), Yellow	140	cart		
101	CLEARBOOK, 20 Transparent pockets, A4	71	piece		
102	CLEARBOOK, 20 Transparent pockets, Legal	23	piece		
103	ERASER, plastic/rubber	30	piece		
104	SIGN PEN, black	477	piece		
105	SIGN PEN, blue	366	piece		
106	SIGN PEN, red	216	piece		
107	WRAPPING PAPER, kraft	5	pack		
Purpose: Common Use Supplies for the College Operation.					

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 DSSC.

 Canvasser

 Printed Name / Signature

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

