



## REQUEST FOR QUOTATION

Company Name/TIN: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Date: February 02, 2023  
 PR No: 2023-01-0048

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:**

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 207,300.00**

**RACHEL R. YONTING**  
*Procurement Service Unit Head/BAC Secretariat*

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
1	2	Unit	3-1 Continues Printer with scanner, Input Power: 100-240V, Inkjet Type, EcoTank All-in-One Ink Tank Printer			
2	1	Unit	Heavy Duty Scanner-Stand Type			
3	1	Set	Paper Shredder machine (heavy duty)			
4	5	Pcs	External Hard Drive (1 TB, heavy duty)			
5	1	Pc	Paper Cutter Machine (heavy duty, metal type)			
6	1	Pcs	UPS (heavy duty)			
<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: \_\_\_\_\_