



## REQUEST FOR QUOTATION

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

Date: May 30, 2023  
 PR No: 2023-05-0293

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 **June 02, 2023; 05:00 P.M.** 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:** 15 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:** 120 calendar days
- Documentary requirements:** PhilGEPS Reg. Cert., Mayor's Permit, SEC/DTI (Omnibus Sworn Statement, ITR, if applicable)
- The approved budget ceiling for this procurement is, **Php 139,744.00**

  
**RACHEL R. YONTING**

Procurement Service Unit Head/BAC Secretariat

Item No.	Qty.	Unit	Item Description	Brand/Make	ABC per Item	Unit Cost	Total Cost
1	14	bottle	ALCOHOL, Ethyl, 500 mL		90.00		
2	8	gallon	ALCOHOL, Ethyl, 1 Gallon		355.00		
3	4	piece	CLEARBOOK, 20 transparent pockets, legal		50.00		
4	159	piece	SIGN PEN, Black, liquid or gel		20.00		
5	126	piece	SIGN PEN, Blue, liquid or gel		20.00		
6	114	piece	SIGN PEN, Red, liquid or gel		20.00		
7	28	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack		25.00		
8	28	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack		23.00		
9	7	can	AIR FRESHENER, Aerosol type, 150g		150.00		
10	1	piece	BROOM, Soft (Walis Tambo)		135.00		
11	1	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL		130.00		
12	2	piece	DETERGENT BAR, 140g as packed		10.00		
13	3	pouch	DETERGENT POWDER, all purpose, 1kg		90.00		
14	4	can	DISINFECTANT SPRAY, Aerosol type, 400g		350.00		
15	4	can	FURNITURE CLEANER, Aerosol type, 300mL		200.00		
16	4	bottle	LIQUID HAND SOAP, 500mL		120.00		
17	1	unit	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity		2,288.00		
18	2	pack	SCOURING PAD, 5 pieces per pack		55.00		
19	4	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack		180.00		
20	3	bottle	INK, for stamp pad, 30ML		30.00		



21	3	box	FACE MASK, 3 ply, fifty (50) pieces per box	75.00		
22	1	piece	PHILIPPINE NATIONAL FLAG 2x4 ft	600.00		
23	4	unit	ELECTRIC FAN, ceiling mount, orbit type	1,250.00		
24	13	jar	GLUE, all-purpose, 200 grams	80.00		
25	5	box	STAPLE WIRE, heavy duty (binder type), 23/13	60.00		
26	18	box	STAPLE WIRE, standard	35.00		
27	4	roll	TAPE, masking, 24mm	30.00		
28	25	roll	TAPE, masking, 48 mm	60.00		
29	4	roll	TAPE, packaging, 48 mm	50.00		
30	5	roll	TAPE, transparent, 24mm	25.00		
31	8	roll	TAPE, transparent, 48 mm	50.00		
32	1	piece	RULER, plastic, 450 mm	60.00		
33	1	unit	CALCULATOR, Compact	260.00		
34	3	box	CLIP, backfold, 19mm	30.00		
35	8	box	CLIP, backfold, 25mm	40.00		
36	6	box	CLIP, backfold, 32mm	45.00		
37	11	box	CLIP, backfold, 50mm	75.00		
38	15	piece	CORRECTION TAPE, 8 meters	20.00		
39	2	piece	CUTTER/UTILITY KNIFE, for general purpose	33.00		
40	8	piece	DATA FILE BOX	170.00		
41	5	piece	DATE STAMP	100.00		
42	1	box	ENVELOPE, Expanding, Kraft, 100 pieces per box	1,400.00		
43	7	piece	ENVELOPE, Expanding, Plastic	50.00		
44	2	box	FASTENER, metal, non-sharp edges, 50 sets per box	70.00		
45	2	piece	FILE ORGANIZER, expanding, plastic, legal	120.00		
46	18	box	INDEX TAB, self-adhesive, transparent, 5 sets per box	90.00		
47	5	piece	MAGAZINE FILE BOX, Large	300.00		
48	10	set	MARKER, Flourescent, 3 colors per set	45.00		
49	9	piece	MARKER, Permanent, Black	20.00		
50	9	piece	MARKER, Permanent, Blue	20.00		
51	1	piece	MARKER, Permanent, Red	20.00		
52	16	piece	MARKER, Whiteboard, Black	30.00		
53	15	piece	MARKER, Whiteboard, Blue	30.00		
54	7	piece	MARKER, Whiteboard, Red	30.00		
55	4	box	PAPER CLIP, vinly/plastic coated, 33mm	15.00		
56	1	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	25.00		
57	3	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box	90.00		
58	1	piece	PUNCHER, paper, heavy duty	200.00		
59	65	piece	RING BINDER, plastic, 25 mm	42.00		
60	2	box	RUBBER BAND No. 18, 350g	150.00		



61	1	piece	STAMP PAD, felt #2	45.00		
62	4	pair	SCISSORS, symmetrical or asymmetrical	50.00		
63	5	piece	STAPLER, standard type	145.00		
64	1	unit	STAPLER, heavy duty (binder type), desktop	890.00		
65	1	piece	TAPE DISPENSER, table top	150.00		
66	1	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	200.00		
67	12	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	25.00		
68	35	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	45.00		
69	39	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	40.00		
70	12	piece	NOTEBOOK, stenographer	18.00		
71	42	ream	PAPER, MULTICOPY LEGAL, 70gsm	260.00		
72	127	ream	PAPER, MULTIPURPOSE A4, 70gsm	230.00		
73	3	book	RECORD BOOK, 300 PAGES	90.00		
74	6	book	RECORD BOOK, 500 PAGES	120.00		
75	45	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	50.00		
76	57	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	90.00		
77	7	bottle	LIQUID HAND SANITIZER, 500mL	160.00		
78	2	can	INSECTICIDE, 600mL	150.00		
79	16	bottle	INK, EPSON C13T664100 (T6641), Black	250.00		
80	10	bottle	INK, EPSON C13T664200 (T6642), Cyan	250.00		
81	10	bottle	INK, EPSON C13T664300 (T6643), Magenta	250.00		
82	9	bottle	INK, EPSON C13T664400 (T6644), Yellow	250.00		
83	17	bottle	Brother Ink Black D60BK	360.00		
84	15	bottle	Brother Ink Cyan BT5000	360.00		
85	14	bottle	Brother Ink Yellow BT5000	360.00		
86	14	bottle	Brother Ink Magenta BT5000	360.00		
<b>GRAND TOTAL:</b>						

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



DOCUMENT CODE NUMBER			
<b>FM-DSSC-PRO-006</b>			
ISSUE STATUS	REV. NO.	EFFECTIVE DATE	PAGE NO.
01	00	09.01.2022	1 of 1

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).

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**Canvasser**

\_\_\_\_\_

**Printed Name and Signature**

*Contact Details:*

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

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

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

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