



## REQUEST FOR QUOTATION

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

Date: May 16, 2023  
 PR No: 2023-04-0251B

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 **May 19, 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:** \_\_\_\_ 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:** \_\_\_\_\_ 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 105,150.00**

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

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
1	100	Pieces	Long Plastic Filer Folder (Yellow)			
2	15	Pieces	Data File Box (Blue)			
3	10	Pieces	Double sided tape 1 inch			
4	300	Pieces	Long Folder brown			
5	20	Pieces	Arc File Long (Blue)			
6	1	Unit	Fast Scanner : Scanning speed of up to 35ppm / 70ipm Automatic Document Feeder (ADF) of up to 50 sheets Daily duty cycle of 4, 000 pages One -pass duplex scanning Paper protection function and image sensor glass dirt detection			
7	1	Unit	Laser Printer : Print, Copy Scan  Print Speed Black (A4, normal): Up to 28ppm: black (best): up to 1200x1200 dpi; Black (Norma) : up to 600 x 600dpi; Scan technology Type: ADF, flatbed; Technology: Std connectivity: Hi speed USB 2.0; Ethernet10/100Base-TX			
<b>GRAND TOTAL:</b>						

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



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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: \_\_\_\_\_