



REQUEST FOR QUOTATION

(Goods & Services)

Company Name/TIN: _____
Business Address: _____

Date: February 16, 2024
PR No: 2024-02-0073

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 **February 21, 2024; 01:00 P.M** in the return envelope to the BAC Secretariat, DSSC, Matti, Digos City, or email to 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. Number, Mayor's Permit, SEC/DTI Cert., BIR Cert. of Reg., Omnibus Sworn Statement, & Income/Business Tax Return (For ABCs above P500K)
- The Approved Budget for the Contract for this procurement is, **458,750.00**


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	16,000	Pcs.	Blue Paper for Cert. of Enrolment (Long)		2.00		
2	15	Pack	Permanent / Rubberized Pen (for ID Signature)		150.00		
3	2,000	Pcs.	Gold Seal for Diploma (graduation)		3.00		
4	2,000	Pcs.	Jacket for Diploma (graduation)		80.00		
5	2,000	Pcs.	Jacket for Transcript of Record		30.00		
6	2,000	Pcs.	Paper for Diploma (graduation)		7.00		
7	9,000	Pcs.	Security Paper (for transcript of record)		11.00		
8	1	Unit	3in1 Continuous Printer with scanner, Input Power: 100-240V, Inkjet Type, EcoTank All-in-One Ink Tank printer		19,000.00		
9	2	Set	Office Chair		6,000.00		
10	1,000	Pcs.	Postal Stamps/ mailing stamps		15.00		
11	1	Pc.	Dry Seal (repair and sharpening)		4,000.00		
			Envelope (expanding envelope, long size)				
12	1,000	Pcs.	Blue Color		25.00		
13	300	Pcs.	Red Color		25.00		



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14	3	Sets	Wire (extension, 5 mtrs, heavy duty)		1,000.00		
GRAND TOTAL:							

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: _____