



## REQUEST FOR QUOTATION

(Goods & Services)

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

Date: September 7, 2024  
 PR No: \_\_\_\_\_

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 **September 10, 2024; 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:** 7 calendar days upon receipt of the 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, **Php 5,575.00**

  
**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	3	set	Table Lamp (personalized)		1,100.00			
			Pen (personalized, Bamboo made)					
			Tumbler (personalized, Bamboo made)					
			Flashdrive					
2	25	packs	Photopaper (A4, HIGH QUALITY, 10pcs/pack)		80.00			
3	5	packs	Vellum board (Legal, 10pcs/pack)		55.00			
<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: \_\_\_\_\_