



## REQUEST FOR QUOTATION

(Goods & Services)

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

Date: November 14, 2024  
 PR No: 2024-10-0782

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 **November 18, 2024; 09:00 A.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 from 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 10,171.00**

**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	20	pc	Ballpens		10.00			
2	2	pack	Push Pins		30.00			
3	5	pack	Special papers (from certification) 10 pc per pack		40.00			
4	2	pack	Balloons (White)		55.00			
5	2	pack	Balloons (White transparent)		55.00			
6	10	m	Tela (Silk White) 10 meters		300.00			
7	5	m	Soft Blue fabric (White) 5 meters		200.00			
8	5	pc	Double Sided Tape (1 inch)		45.00			
9	1	pc	Gun Tacker		3,000.00			
10	3	pack	Photopapers 20 pc per pack		100.00			
11	2	ream	Colored papers Legal size		325.00			
12	2	set	Marker flourescent		13.00			
13	50	pc	Envelope (letter) documentary kraft		15.00			
14	3	pc	Coconut Sugar 250g		180.00			
<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: \_\_\_\_\_