



Name of Procuring Entity : _____ Purchase Request No. : 2020-06-0025
 Revised On : _____ Date : _____
 Standard Form Title : REQUEST FOR QUOTATION Office/End User : _____

Company Name : _____
 Address : _____
 Tel. No. / Fax No. : _____ TIN : _____

TERMS AND CONDITIONS:

- All Entries must be type written or legibly written.
- Place of Delivery : _____ Delivery Period : _____
 Date of Delivery : _____ Payment Term : _____
 Please be informed that upon receipt of the approved funded Purchase Order (PO), Administrative Penalties pursuant to Sec. 69 of the revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
- Warranty shall be a t of _____ Months for supplies and materials, _____ for Equipment from date of acceptance by end user.
- Price Validity shall be for a period of _____ Calendar days.
- Updated and certified PhilGEP's Registration Certificate, Mayors permit, and SEC/DTI shall be enclosed in the submission of quotation in a sealed envelope.
- Bidders must properly fill-up and quote on all items specified.
- Please indicate the Brand and/or Model for each items being offered and/or submit original brochures showing certification of the product (if applicable).
- A bid document fee of (Php _____) will be collected and included in the submission of quotation as provided in section 17.4 of IRR of RA-9184.
- That the DSSC Bids and Award Committee reserved the right to accept or reject any or all bid, and annul the bidding process any time before contract award without incurring any liability to the affected bidders.
- The approved budget ceiling for this procurement is, **Php 120,100.00**

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 05:00 pm of _____ in the return envelope attached herewith to the BAC Secretariat, DSSC, Davao del Sur or send through email to dssc.psu@gmail.com

ZANDRO P. IBANEZ, Ed.D.
 BAC Chairman

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	Dry Seal (New DSSC)	1	Unit		
2	Jacket for Diploma	400	Pcs		
3	Paper for Diploma	600	Sheet		
4	Ribbons for Diploma	5	Roll		
5	Seal Gold for Diploma	400	Pcs		
6	Security Paper for TOR	3000	Sheet		
7	White Glue with applicator	5	Jar		
8	Computer ink HP Deskjet 2010 black	5	Cart		
9	Computer ink HP Deskjet 2010 Tricolor	5	Cart		
10	Computer ink Epson L6190 (001), black	20	Bottle		
11	Computer ink Epson L6190 (001), Cyan	5	Bottle		
12	Computer ink Epson L6190 (001), Magenta	5	Bottle		
13	Computer ink Epson L6190 (001), Yellow	5	bottle		
Purpose: Supplies and materials for the DSSC Registrar's Office Use Digos Campus, Mati, Digos City.				Grand Total:	

Brand and Model : _____ Warranty : _____
 Delivery Period : _____ Price Validity : _____

After having carefully read and accepted your General Condition, I / We quote you on the item(s) as 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 DSSC

 Canvasser

 Printed Name / Signature / Date