



Name of Procuring Entity : **DSSC** Purchase Request No. : _____
 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 of 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 999,474.41**

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 psu@dssc.edu.ph

EDUARDO F. AQUINO, MS
 BAC Chairman

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	280	bottle		
2	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	6	pad		
3	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	16	pad		
4	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	16	pad		
5	TISSUE, interfolded paper towel	10	pack		
6	BATTERY, dry cell, AA, 2 pieces per blister pack	18	pack		
7	BATTERY, dry cell, AAA, 2 pieces per blister pack	15	pack		
8	TAPE, TRANSPARENT, width: 24mm (±1mm)	15	roll		
9	TAPE, TRANSPARENT, width: 48mm (±1mm)	25	roll		
10	LIGHT BULB, Light Emitting Diode (LED), 6W	25	piece		
11	AIR FRESHENER, aerosol, 280ml/150g min	59	can		
12	BROOM, soft (tambo)	39	piece		
13	BROOM, STICK (TING-TING), usable length: 760mm min	150	piece		
14	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	14	bottle		
15	CLEANSER, SCOURING POWDER, 350g min./can	4	can		
16	DETERGENT BAR, 140 grams as packed	15	piece		
17	DETERGENT POWDER, all purpose, 1kg	58	pack		
18	DISINFECTANT SPRAY, aerosol type, 400-550 grams	34	can		
19	DUST PAN, non-rigid plastic, w/ detachable handle	18	piece		
20	HAND SOAP, Liquid, 500ml	19	bottle		



21	FLOOR WAX, PASTE, RED	27	can		
22	FURNITURE CLEANER, aerosol type, 300ml min per can	20	can		
23	MOPHEAD, made of rayon, weight: 400 grams min	5	piece		
24	SCOURING PAD, 5 pieces per pack	2	pack		
25	TRASHBAG, GPP specs, black, 940mmx1016mm	11	pack		
26	COVERALL, non-sterile, protective, medical grade	20	piece		
27	FACE SHIELD, direct splash protection	100	piece		
28	PROTECTIVE SAFETY GOGGLES	20	piece		
29	Polyethylene Apron (50g)	20	piece		
30	SURGICAL GOWN	20	piece		
31	HEAD COVER, disposable	50	piece		
32	SHOE COVER, disposable	50	pair		
33	NITRILE GLOVES	20	piece		
34	PREMIUM LATEX GLOVES	10	piece		
35	SURGICAL MASK, 3-ply	500	piece		
36	KN95 FACE MASK	500	piece		
37	CORRECTION TAPE, film base type, UL 6m min	89	piece		
38	MARKER, PERMANENT, bullet type, black	28	piece		
39	MARKER, PERMANENT, bullet type, blue	24	piece		
40	MARKER, PERMANENT, bullet type, red	15	piece		
41	PAPER CLIP, vinyl/plastic coat, length: 32mm min	12	box		
42	PAPER CLIP, vinyl/plastic coat, length: 50mm min	34	box		
43	STAPLER, STANDARD TYPE, load cap: 200 staples min	11	piece		
44	INK CART, HP C2P04AA (HP62) Black	20	cart		
45	INK CART, HP C2P06AA (HP62) Tri-color	10	cart		
46	INK CART, HP C9351AA, (HP21), Black	10	cart		
47	INK CART, HP C9352AA, (HP22), Tri-color	10	cart		
48	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	10	unit		
49	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	10	unit		
50	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	385	piece		
51	Cabinet Steel	5	unit		
52	Ergonomic Chair	19	pcs		
53	Office Table	20	pcs		
54	Ballpen, Black	285	pcs		
55	Ballpen, Blue	261	pcs		
56	Bond paper, Sub 20 (A4)	537	ream		
57	Bond paper, Sub 20 (Long)	421	ream		
58	Bond Paper, Sub 20 (Short)	100	ream		
59	Correction Tape, 6 mtrs. Min.	82	pcs		
60	File Organizer, Magazine	24	pcs		
61	Folder, Expanded, (long)	454	pcs		
62	Folder, Expanded, (short)	155	pcs		
63	Folder, Expanded, Orange/Red	50	pcs		
64	Folder, Expanded, Green	75	pcs		
65	Folder, Expanded, Blue (with out metal tab)	223	pcs		
66	Folder, colored A4 (Orange)	25	pcs		
67	Folder brown, long	50	pcs		
68	Folder Ordinary, Long (white)	318	pcs		
69	Folder Ordinary, short (white)	140	pcs		
70	Folder long assorted	115	pcs		
71	Gun Tacker	1	unit		
72	Highlighter 3 colors	15	set		



73	Ink Permanent Marker, Black	11	bottle		
74	Ink Permanent Marker, Blue	9	bottle		
75	Pencil (Mongol No. 2)	19	box		
74	SCISSORS, (6")	47	pcs		
75	Stapler, standard #35	23	pcs		
76	Sticky Notes, 3x3	42	pad		
77	Tape, Transparent #1	30	roll		
78	Tape, Transparent #2	69	roll		
79	Toilet air freshener/Deodorant Cake	6	pcs.		
80	Broom, Plastic	30	pcs		
81	Chlorine	2	kilo		
82	Dishwashing Liquid	5	bottle		
83	Door Mat	20	pcs		
84	Extra Large Size Garbage Bag	1	pcs		
85	Feather Duster	4	pcs.		
86	Floor wax, TG Liquid Buffable Water Base Natural	10	gal		
87	Floor wax (Paste Natural Color for Smooth)	15	can		
88	Muriatic Acid	30	gal.		
89	Mop	12	pcs.		
90	Mophead with handle	44	pcs		
91	Pail (big)	19	pcs.		
92	Padlocks 30 mm	9	set		
93	Liquid Fabric Conditioner	25	Gal		
94	Soap, Bathroom,	20	pcs		
95	Soap, Detergent	15	bar		
96	Soap, Diswashing (Liquid)	15	bottle		
97	Trash Can	4	pcs		
98	Trash Bag (Medium)	3	pack		
99	Trash Bag (Large)	5	pack		
100	Cutting Disc	100	pcs		
101	Flashlight, Heavy Duty	5	pcs		
102	Faucet	10	pcs		
103	Ground Plus	20	Gal		
104	Tape, Teflon	30	pcs		
105	Nylon #300	11	roll		
106	Rags, All Cotton, 32 pcs per Kilo	5	bundle		
107	Rope (Small)	15	meters		
108	Rope (Big)	20	meters		
109	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	280	bottle		
110	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	6	pad		
Purpose: For administrative and academic offices use.		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



Republic of the Philippines
DAVAO DEL SUR STATE COLLEGE
Brgy. Matti, Digos City, Davao del Sur, Philippines 8002

DSSC

