



Name of Procuring Entity : **DSSC** Purchase Request No. : **2022-10-0652**
 RFQ Date : _____ PR Recorded Date : _____
 Standard Form Title : **REQUEST FOR QUOTATION** Office/End User : _____

*Company Name : _____
 *Address : _____
 *Contact No. : _____ *TIN NO. []VAT []NONVAT : _____
 *Bank Account Name : _____
 (LBP) : _____ *Bank Account Number (LBP) : _____

TERMS AND CONDITIONS:

- All Entries must be type written of legibly written.
- Place of Delivery : Davao del Sur State College Delivery Period : **within 30 days** upon receipt of the approved funded Purchase Order (PO).
 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 at of **three (3)** Months for supplies and materials, **one (1) year** 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 396,087.78**

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
	Supply & Delivery of Common-Use Supplies & Equipment for the College Operation in 3rd Quarter		LOT		
1	INSECTICIDE, aerosol type	3	can		
2	LIQUID HAND SANITIZER, 500mL	30	bottle		
3	ALCOHOL, ethyl, 68%-72%, 500 ml	97	bottle		
4	ALCOHOL, ethyl, 68%-72%, 1 Gallon	1	gallon		
5	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	2	bottle		
6	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	11	gallon		
7	POVIDONE IODINE, 10 % solution, 120 ml	1	gallon		
8	INK, for stamp pad	13	bottle		
9	ACETATE	5	roll		
10	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	2	box		
11	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	36	pad		

12	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	27	pad		
13	NOTE PAD, stick on, 3" x 3"	38	pad		
14	NOTEBOOK, stenographer	75	piece		
15	PAPER, MULTICOPY, A4, 80 gsm	148	reams		
16	PAPER, MULTICOPY, Legal, 80gsm	105	reams		
17	PAPER, Multi-Purpose, A4, 70 gsm	52	reams		
18	PAPER, multi-purpose, legal, 70gsm	102	reams		
19	PAPER, parchment	3	box		
20	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	26	book		
21	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	34	book		
22	TOILET TISSUE PAPER, 2-ply, 100% recycled (12rolls/pack)	104	pack		
23	TISSUE, interfolded paper towel (12rolls/pack)	1	pack		
24	TOILET TISSUE PAPER, Interfolded Paper Towel (12rolls/pack)	2	pack		
25	BATTERY, dry Cell, size AA	13	pack		
26	BATTERY, dry Cell, size AAA	13	pack		
27	BATTERY, dry Cell, size D	6	pack		
28	GLUE, all purpose	19	jar		
29	STAPLE WIRE, heavy duty, binder type, 23/13	17	box		
30	STAPLE WIRE, standard	70	box		
31	TAPE, electrical 19mm	3	roll		
32	TAPE, masking, 24mm	30	roll		
33	TAPE, MASKING, 48mm	13	roll		
34	TAPE, packaging, 48mm	18	roll		
35	TAPE, transparent, 24mm	24	roll		
36	TAPE, transparent, 48mm	29	roll		
37	TWINE, plastic	4	roll		
38	THERMOGUN	1	piece		
39	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	5	piece		
40	LIGHT BULB, Light Emitting Diode (LED)	4	piece		
41	RULER, plastic, 450mm	3	piece		
42	AIR FRESHENER, aerosol type	38	can		
43	BROOM, soft, tambo	16	piece		
44	BROOM, stick, ting-ting	7	piece		
45	CLEANER, toilet and urinal	3	bottle		
46	DETERGENT BAR, 140g	3	piece		
47	DETERGENT POWDER, all-purpose, 1kg	4	pack		

48	DISINFECTANT SPRAY, aerosol type	11	can		
49	DUST PAN, non-rigid plastic	4	piece		
50	LIQUID HAND SOAP, 500mL	13	bottle		
51	FLOOR WAX, paste type, red	3	can		
52	FURNITURE CLEANER, aerosol type	2	can		
53	MOPHANDLE, heavy duty, hard screw type	10	piece		
54	RAGS, all cotton	9	bundle		
55	WASTEBASKET, non-rigid plastic	5	piece		
56	CLIP, backfold, 19mm	14	box		
57	CLIP, backfold, 25mm	18	box		
58	CLIP, backfold, 32mm	22	box		
59	CLIP, backfold, 50mm	18	box		
60	CORRECTION TAPE, 8m	56	piece		
61	DATA FILE BOX	15	piece		
62	DATA FOLDER	16	piece		
63	ENVELOPE, documentary, A4	8	box		
64	ENVELOPE, DOCUMENTARY, for legal size document	10	box		
65	ENVELOPE, expanding, kraft, legal	2	box		
66	ENVELOPE, expanding, plastic	110	piece		
67	ENVELOPE, mailing	7	box		
68	FASTENER, metal, non-sharp edges	21	box		
69	FILE ORGANIZER, expanding, plastic, legal	3	piece		
70	FILE TAB DIVIDER, bristol board, for A4	4	set		
71	FILE TAB DIVIDER, legal	3	set		
72	FOLDER, fancy, with slide, A4	16	bundle		
73	FOLDER, fancy, with slide, legal	13	bundle		
74	FOLDER, L-type, A4	10	pack		
75	FOLDER, L-type, legal	10	pack		
76	FOLDER, pressboard	4	box		
77	FOLDER, with tab, A4	6	pack		
78	FOLDER, with tab, Legal	5	pack		
79	INDEX TAB, self-adhesive, transparent	7	box		
80	MAGAZINE FILE BOX, large	2	piece		
81	MARKER, fluorescent	25	set		
82	MARKER, whiteboard, black	28	piece		
83	MARKER, whiteboard, blue	11	piece		
84	MARKER, whiteboard, red	11	piece		
85	MARKER, permanent, black, bullet type	37	piece		
86	MARKER, permanent, blue, bullet type	21	piece		
87	MARKER, permanent, red, bullet type	13	piece		
88	PAPER CLIP, vinyl/plastic coated, 33mm	44	box		
89	PAPER CLIP, vinyl/plastic coated, 50mm	30	box		



90	PENCIL, lead, with eraser	12	box		
91	RING BINDER, plastic, 32mm	14	bundle		
92	RUBBER BAND, No. 18	2	box		
93	STAMP PAD, felt	12	piece		
94	CUTTER/UTILITY KNIFE, for general purpose	2	piece		
95	PUNCHER, paper, heavy duty	1	piece		
96	STAPLER, standard type	4	piece		
97	STAPLE REMOVER, plier type	1	piece		
98	TAPE DISPENSER, table top	1	piece		
99	CALCULATOR, compact	3	unit		
100	INK CART, EPSON C13T664100 (T6641), Black	96	cart		
101	INK CART, EPSON C13T664200 (T6642), Cyan	69	cart		
102	INK CART, EPSON C13T664300 (T6643), Magenta	69	cart		
103	INK CART, EPSON C13T664400 (T6644), Yellow	69	cart		
104	CLEARBOOK, 20 Transparent pockets, A4	20	piece		
105	CLEARBOOK, 20 Transparent pockets, Legal	95	piece		
106	ERASER, plastic/rubber	25	piece		
107	SIGN PEN, black	281	piece		
108	SIGN PEN, blue	218	piece		
109	SIGN PEN, red	175	piece		
110	WRAPPING PAPER, kraft (10pcs./ pack)	4	pack		
Purpose: Common Use Supplies for the College Operation in 3rd Quarter.					

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

NOTE: PLEASE FILL UP NECESSARY INFORMATION MARKED AS (*)