



Name of Procuring Entity	: DSSC	Purchase Request No.	:	_____
RFQ Date	: September 15, 2022	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 : _____ upon receipt of the approved funded Purchased 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 721,333.05**

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, DSSSC, 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	INSECTICIDE, aerosol type	8	can		
2	LIQUID HAND SANITIZER, 500mL	30	bottle		
3	ALCOHOL, ethyl, 68%-72%, 1 Gallon	5	gallon		
4	INK, for stamp pad	5	bottle		
5	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	32	pad		
6	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	23	pad		
7	NOTE PAD, stick on, 3" x 3"	34	pad		
8	NOTEBOOK, stenographer	271	piece		
9	PAPER, MULTICOPY, A4, 80 gsm	553	reams		
10	PAPER, MULTICOPY, Legal, 80gsm	429	reams		
11	PAPER, multi-purpose, legal, 70gsm	242	reams		
12	PAPER, parchment	5	box		
13	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	20	book		
14	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	34	book		
15	TOILET TISSUE PAPER, 2-ply, 100% recycled	101	pack		



16	GLUE, all purpose	11	jar		
17	STAPLE WIRE, heavy duty, binder type, 23/13	52	box		
18	STAPLE WIRE, standard	150	box		
19	TAPE, packaging, 48mm	33	roll		
20	TAPE, transparent, 24mm	79	roll		
21	TAPE, transparent, 48mm	42	roll		
22	AIR FRESHENER, aerosol type	43	can		
23	BROOM, soft, tambo	2	piece		
24	CLEANER, toilet and urinal	13	bottle		
25	CLEANSER, scouring powder	1	can		
26	DETERGENT POWDER, all-purpose, 1kg	23	pack		
27	DISINFECTANT SPRAY, aerosol type	98	can		
28	DUST PAN, non-rigid plastic	23	piece		
29	LIQUID HAND SOAP, 500mL	5	bottle		
30	FURNITURE CLEANER, aerosol type	28	can		
31	RAGS, all cotton	30	bundle		
32	MOPHANDLE, heavy duty, hard plastic	4	piece		
33	WASTEBASKET, non-rigid plastic	29	piece		
34	CLIP, backfold, 19mm	83	box		
35	CLIP, backfold, 25mm	110	box		
36	CLIP, backfold, 32mm	22	box		
37	CLIP, backfold, 50mm	28	box		
38	CORRECTION TAPE, 8m	198	piece		
39	DATA FILE BOX	209	piece		
40	DATA FOLDER	297	piece		
41	ENVELOPE, documentary, A4	52	box		
42	ENVELOPE, DOCUMENTARY, for legal size document	13	box		
43	ENVELOPE, expanding, kraft, legal	22	box		
44	ENVELOPE, expanding, plastic	128	piece		
45	ENVELOPE, mailing	2	box		
46	ERASER, FELT, for blackboard/whiteboard	15	piece		
47	FILE ORGANIZER, expanding, plastic, legal	164	piece		
48	FILE TAB DIVIDER, bristol board, for A4	6	set		
49	FILE TAB DIVIDER, legal	20	set		
50	FOLDER, fancy, with slide, A4	18	bundle		
51	FOLDER, fancy, with slide, legal	15	bundle		
52	FOLDER, L-type, A4	2	pack		
53	FOLDER, L-type, legal	3	pack		



54	FOLDER, pressboard	5	box		
55	FOLDER, with tab, A4	31	pack		
56	FOLDER, with tab, Legal	27	pack		
57	INDEX TAB, self-adhesive, transparent	57	box		
58	MAGAZINE FILE BOX, large	55	piece		
59	MARKER, fluorescent	43	set		
60	MARKER, whiteboard, black	41	piece		
61	MARKER, whiteboard, blue	114	piece		
62	MARKER, whiteboard, red	54	piece		
63	MARKER, permanent, black, bullet type	96	piece		
64	MARKER, permanent, blue, bullet type	69	piece		
65	MARKER, permanent, red, bullet type	52	piece		
66	PAPER CLIP, vinyl/plastic coated, 33mm	23	box		
67	PAPER CLIP, vinyl/plastic coated, 50mm	27	box		
68	PENCIL, lead, with eraser	36	box		
69	RING BINDER, plastic, 32mm	65	bundle		
70	RUBBER BAND, No. 18	2	box		
71	STAMP PAD, felt	1	piece		
72	CUTTER/UTILITY KNIFE, for general purpose	2	piece		
73	DATING AND STAMPING MACHINE	1	piece		
74	PENCIL SHARPENER, manual, single cutter head	13	piece		
75	PUNCHER, paper, heavy duty	39	piece		
76	STAPLER, standard type	3	piece		
77	STAPLE REMOVER, plier type	2	piece		
78	INK CART, EPSON C13T664100 (T6641), Black	293	cart		
79	INK CART, EPSON C13T664200 (T6642), Cyan	191	cart		
80	INK CART, EPSON C13T664300 (T6643), Magenta	192	cart		
81	INK CART, EPSON C13T664400 (T6644), Yellow	188	cart		
82	CLEARBOOK, 20 Transparent pockets, A4	71	piece		
83	ERASER, plastic/rubber	5	piece		
84	SIGN PEN, black	477	piece		
85	SIGN PEN, blue	366	piece		
86	SIGN PEN, red	216	piece		
87	WRAPPING PAPER, kraft	5	pack		



Purpose: Operation.	Common Use Supplies for the College		
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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

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

Printed Name / Signature