



Name of Procuring Entity	: DSSC	Purchase Request No.	: 2022-07-0510
RFQ Date	: 07-28-2022	PR Recorded Date	: 07-26-2022
Standard Form Title	: REQUEST FOR QUOTATION	Office/End User	: EXENIZER A. ARCON

*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 65,979.65**

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	A5 Notebook	4	pc		
2	Air Freshener (Aerosol Type)	3	Can		
3	Alcohol (70% 500ml)	4	Bot		
4	Broom, Soft, Tambo	1	Pc		
5	Brother Ink DCP-T-420W (Black)	5	Bot		
6	Brother Ink DCP-T-420W (Cyan)	4	Bot		
7	Brother Ink DCP-T-420W (Magenta)	4	Bot		
8	Brother Ink DCP-T-420W (Yellow)	4	Bot		
9	Brown Envelope (A4 Size)	1	Box		
10	Brown Envelope (Legal Size)	1	Box		
11	Cork Board (3' by 4')	1	Pc		
12	Correction Tape, 8m	5	Pc		
13	Dishwashing paste lime (350g)	2	Pc		
14	Disinfectant Spray (170g)	2	Bot		
15	Double sided tape (1")	2	Pc		
16	Dust Pan, non-rigid plastic	1	Pc		
17	Envelope, Expanding, kraft, legal	1	Box		
18	Envelope, mailing	1	Box		



19	Fastener (plastic)	1	Box		
20	Folder, fancy, with slide, A4	30	Pc		
21	Folder, fancy, with slide, legal	30	Pc		
22	Furniture Cleaner, aerosol type	2	Can		
23	Glass cleaner (500ml)	2	Bot		
24	Glue	1	Bot		
25	Highlighter (light green, light pink)	4	Box		
26	Note Pad, stick on, 3" x 3"	4	Pad		
27	Note Pad, stick on, 50mm x 76mm (2"x3") min	4	Pad		
28	Note Pad, stick on, 76mm x 100mm (3"x4") min	4	Pad		
29	Paper Clip, Vinyl/plastic coated, 33mm	2	Box		
30	Paper Clip, Vinyl/plastic coated, 50mm	2	Box		
31	Paper, Multicopy, A4, 80 gsm	40	Reams		
32	Paper, Multicopy, Legal, 80gsm	30	Reams		
33	Paper, parchment	10	Pack		
34	Pencil (lead, with eraser)	1	Box		
35	Pencil Sharpener, manual, single cutter head	1	Pc		
36	Pentel (red)	4	Pc		
37	Pentel pen (black)	4	Pc		
38	Pentel pen (blue)	4	pc		
39	Push pin	1	Pack		
40	Puncher, paper, heavy duty	1	Pc		
41	Record book, 300 pages, size:214 mmx 278mm min	3	Pc		
42	Sign Pen, black	5	Box		
43	Sign pen, blue	5	Box		
44	Sign pen, red	5	Box		
45	Ruler, plastic, 450mm	1	Pc		
46	Staple wire (no. 35)	2	box		
47	Stand file box (Gray)	5	Unit		
48	Staple Remover, plier type	2	Pc		
49	Stamp pad, felt	2	Pc		
50	Sticker paper	5	Pack		
51	Tape dispenser, table top	1	Pc		
52	Tape, transparent, 48mm	2	Roll		
53	Thumbstacks	2	Box		
54	Tissue, interfolded paper towel	10	Pack		
55	Trash can	1	Pc		
56	Wet wipes (82 wipws)	6	Pack		
57	Ink, for stamp pad	1	Bot		
58	External drive (2 TB)	1	Pc		
59	Water Dispenser	1	Pc		
60	3 in 1 holder (pen,sticky note, paper clips)	2	Pc		



61	Curtains (gray)	8	Pc	61	
62	Curtains (purple)	8	Pc	62	
63	Digital BP Apparatus	1	Pc	63	
64	File document tray paper (metal-color gray, 5 layer)	1	Pc	64	
65	Computer desk book shelf	1	Pc	65	
66	Office chair (adjustable armrest, headrest, height)	1	Pc	66	
67	Book Shelf (3 partitions, 4 layers)	1	pc	67	
Purpose: Equipment for office of the Institute of Arts and Sciences (IAS) at Davao del State College					

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 (*)