



Name of Procuring Entity : **DSSC** Purchase Request No. : \_\_\_\_\_  
 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 or legibly written.
- Place of Delivery : Davao del Sur State College Delivery Period : **within 30 days** 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 98,800.00**

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 [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph)

**EDUARDO F. AQUINO, MS**  
 BAC Chairman

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

ITEM NO.	ITEMS AND DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	T-shirt Printing Honeycomb Polo Shirt – 2 colors 1 Vinyl print at the front 1 Vinyl print at the back	260	pcs		
<b>Purpose:</b> Polo Shirt for DSSC 3 <sup>rd</sup> Foundation Celebration.				Grand Total:	

Brand and Model : \_\_\_\_\_ Warranty : \_\_\_\_\_

Delivery Period : \_\_\_\_\_ Price Validity : \_\_\_\_\_

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

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