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## REQUEST FOR QUOTATION

Company Name/TIN: \_\_\_\_\_

Date: February 03, 2023

Business Address: \_\_\_\_\_

PR No: 2023-01-0047

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 \_\_\_\_\_ in the return envelope to the BAC Secretariat, DSSC, Matti, Digos City, or email to [psu@dssc.edu.ph](mailto:psu@dssc.edu.ph).

### TERMS AND CONDITIONS:

- Delivery period:** \_\_\_\_\_ calendar days from receipt of Purchase Order.
- Warranty:** 3 months for supplies & materials; 1 year for equipment from date of acceptance by the Procuring Entity.
- Price validity:** \_\_\_\_\_ calendar days
- Documentary requirements:** Mayor's Permit, SEC/DTI (PhilGEPS Reg.Cert., Omnibus Sworn Statement, ITR, if applicable)
- The approved budget ceiling for this procurement is, **Php 280,400.00**

*RACHEL R. YONTING*

*Procurement Service Unit Head/BAC Secretariat*

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
1	22,000	pcs	Blue Paper for Cert. of Enrollment (Long)			
2	7	bot	Computer Ink (003)- Black			
3	4	bot	Computer Ink (003)- Magenta			
4	4	bot	Computer Ink (003)- Yellow			
5	4	bot	Computer Ink (003)- Cyan			
6	7	Crtg	Computer Ink Deskjet 2010- Black			
7	7	Crtg	Computer Ink Deskjet 2010- Tricolor			
8			Envelope (cardboard type, long size)			
	3,000	Pcs	Blue Color			
	1,500	pcs	Red Color			
9	1,500	Pcs	Gold Seal for Diploma			
10	1,500	Pcs	Jacket for Transcript of Record			
11	1,500	Pcs	Paper for Diploma			
12	5	Rolls	Ribbons for Diploma			
13	3,500	pcs	Security Paper (for transcript of record)			
<b>GRAND TOTAL:</b>						

**Delivery Period:** \_\_\_\_\_

**Warranty :** \_\_\_\_\_

**Price Validity :** \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at 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 Davao del Sur State College (DSSC).



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**Canvasser**

\_\_\_\_\_

***Printed Name and Signature***

*Contact Details:*

Landline: \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date signed: \_\_\_\_\_