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REQUEST FOR QUOTATION

Company Name/TIN: _____
 Business Address: _____

Date: 03-30-2023
 PR No: 2023-03-0164

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 April 03, 2023: 05:00 P.M. in the return envelope to the BAC Secretariat, DSSC, Matti, Digos City, or email to psu@dssc.edu.ph.

TERMS AND CONDITIONS:

- Delivery period:** 30 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 594,252.89**

RACHEL R. YONTING
 Procurement Service Unit Head/BAC Secretariat

Item No.	Qty.	Unit	Item Description	Brand/Make	Unit Cost	Total Cost
1	40	bottle	ALCOHOL, Ethyl, 500 mL			
2	27	gallon	ALCOHOL, Ethyl, 1 Gallon			
3	4	piece	CLEARBOOK, 20 transparent pockets, legal			
4	6	piece	ERASER, plastic/ rubber			
5	818	piece	SIGN PEN, Black, liquid or gel			
6	781	piece	SIGN PEN, Blue, liquid or gel			
7	740	piece	SIGN PEN, Red, liquid or gel			
8	5	unit	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)			
9	34	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack			
10	32	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack			
11	2	pack	BATTERY, dry cell, size D, Two (2) pieces per blister pack			
12	7	piece	BROOM, Soft (Walis Tambo)			
13	1	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL			
14	1	can	CLEANSER, Scouring Powder, 350g			
15	2	piece	DETERGENT BAR, 140g as packed			
16	3	pouch	DETERGENT POWDER, all purpose, 1kg			
17	14	can	DISINFECTANT SPRAY, Aerosol type, 400g			
18	2	piece	DUST PAN, rigid non-breakable plastic			
19	3	can	FLOOR WAX, paste type, red, 2kg			
20	3	bottle	LIQUID HAND SOAP, 500mL			
21	5	unit	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity			



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22	1	piece	MOPHANDLE, heavy duty		
23	3	piece	MOPHEAD, made of rayon		
24	5	bundle	RAGS, all cotton, 1 kilo per bundle		
25	2	pack	SCOURING PAD, 5 pieces per pack		
26	33	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack		
27	2	piece	WASTEBASKET, rigid plastic		
28	8	box	FACE MASK, 3 ply, fifty (50) pieces per box		
29	1	piece	PHILIPPINE NATIONAL FLAG		
30	4	unit	ELECTRIC FAN, ceiling mount, orbit type		
31	2	unit	ELECTRIC FAN, stand type		
32	11	unit	EXTERNAL HARD DRIVE, 1TB		
33	4	unit	MOUSE, OPTICAL, USB connection type		
34	17	jar	GLUE, all-purpose, 200 grams		
35	13	box	STAPLE WIRE, heavy duty (binder type), 23/13		
36	70	box	STAPLE WIRE, standard		
37	4	roll	TAPE, electrical		
38	16	roll	TAPE, masking, 24mm		
39	14	roll	TAPE, masking, 48 mm		
40	3	roll	TAPE, packaging, 48 mm		
41	10	roll	TAPE, transparent, 24mm		
42	9	roll	TAPE, transparent, 48 mm		
43	41	piece	RULER, plastic, 450 mm		
44	11	unit	CALCULATOR, Compact		
45	18	box	CLIP, backfold, 19mm		
46	21	box	CLIP, backfold, 25mm		
47	35	box	CLIP, backfold, 32mm		
48	52	box	CLIP, backfold, 50mm		
49	1	piece	CUTTER/UTILITY KNIFE, for general purpose		
50	82	piece	DATA FILE BOX		
51	15	piece	DATA FOLDER		
52	1	piece	DATING AND STAMPING MACHINE		
53	1	box	ENVELOPE, Documentary, A4, 500 pieces per box		
54	3	box	ENVELOPE, Documentary, legal, 500 pieces per box		
55	5	box	ENVELOPE, Expanding, Kraft, 100 pieces per box		
56	30	piece	ENVELOPE, Expanding, Plastic		
57	12	piece	ERASER, felt, for blackboard/whiteboard		
58	35	box	FASTENER, metal, non-sharp edges, 50 sets per box		
59	41	piece	FILE ORGANIZER, expanding, plastic, legal		
60	8	bundle	FOLDER, Fancy with slide, A4, 50 pieces per bundle		
61	4	bundle	FOLDER, Fancy with slide, legal, 50 pieces per bundle		
62	4	pack	FOLDER, L-type, A4, 50 pieces per pack		



63	2	pack	FOLDER, L-type, legal, 50 pieces per pack			
64	1	box	FOLDER, pressboard, 100 pieces per box			
65	2	pack	FOLDER with tab, A4, 100 pieces per pack			
66	12	pack	FOLDER with tab, legal, 100 pieces per pack			
67	7	box	INDEX TAB, self-adhesive, transparent, 5 sets per box			
68	2	piece	MAGAZINE FILE BOX, Large			
69	27	set	MARKER, Flourescent, 3 colors per set			
70	39	piece	MARKER, Permanent, Black			
71	14	piece	MARKER, Permanent, Red			
72	28	piece	MARKER, Whiteboard, Black			
73	26	piece	MARKER, Whiteboard, Blue			
74	21	piece	MARKER, Whiteboard, Red			
75	13	box	PAPER CLIP, vinly/plastic coated, 33mm			
76	15	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm			
77	1	unit	PAPER TRIMMER/CUTTING MACHINE, table top			
78	5	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box			
79	5	piece	PENCIL SHARPENER, manual, single cutter head			
80	19	piece	PUNCHER, paper, heavy duty			
81	1	box	RUBBER BAND No. 18, 350g			
82	12	piece	STAMP PAD, felt			
83	25	pair	SCISSORS, symmetrical or asymmetrical			
84	33	piece	STAPLER, standard type			
85	10	unit	STAPLER, heavy duty (binder type), desktop			
86	9	piece	STAPLE REMOVER, plier type			
87	8	piece	TAPE DISPENSER, table top			
88	3	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack			
89	83	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad			
90	289	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad			
91	269	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad			
92	8	piece	NOTEBOOK, stenographer			
93	176	ream	PAPER, MULTICOPY A4, 500 sheets per ream			
94	150	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream			
95	207	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream			
96	92	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream			
97	1	box	PAPER, parchment, 100 sheets per box			



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98	6	book	RECORD BOOK, 300 PAGES			
99	42	book	RECORD BOOK, 500 PAGES			
100	92	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack			
101	185	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack			
102	2	bottle	LIQUID HAND SANITIZER, 500mL			
103	1	can	INSECTICIDE, 600mL			
104	21	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black			
105	15	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan			
106	15	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta			
107	14	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow			
108	62	bottle	Brother Ink Black D60BK			
109	37	bottle	Brother Ink Cyan BT5000			
110	34	bottle	Brother Ink Yellow BT5000			
111	35	bottle	Brother Ink Magenta BT5000			
GRAND TOTAL:						

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).

 Canvasser

Printed Name and Signature

Contact Details:

Landline: _____

Mobile No. _____

E-mail address: _____

Date signed: _____