



## REQUEST FOR QUOTATION

(Goods & Services)

Company Name/TIN: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

Date: March 24, 2024  
 PR No: 2024-04-0202

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 **March 29, 2024; 05:00 P.M** 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:	
1.	<b>Delivery period:</b> <u>10</u> calendar days upon receipt of the Purchase Order.
2.	<b>Warranty:</b> <u>3 months</u> for supplies & materials; <u>1 year</u> for equipment from date of acceptance by the Procuring Entity.
3.	<b>Price validity:</b> <u>120</u> calendar days
4.	<b>Documentary requirements:</b> PhilGEPS Reg. Number, Mayor's Permit, SEC/DTI Cert., BIR Cert. of Reg., Omnibus Sworn Statement, & Income/Business Tax Return (For ABCs above P500K)
5.	The Approved Budget for the Contract for this procurement is, <b>45,450.45</b>

  
**RACHEL R. YONTING**  
 Procurement Service Unit Head/BAC Secretariat

Item No.	Qty.	Unit	Item Description	Brand/Make	ABC per Item	Unit Cost	Total Cost	
1	1	Unit	AbbyFineReader PDF 15 corporate versatile productivity toolset for working with PDFs and document digitalization		16,984.25			
2	1	Unit	Handy System CNRI (Corporate for National Research) 5 years		14,840.18			
3	1	Subs	Adobe Acrobat (Annual Subscription)		13,626.02			
<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).

\_\_\_\_\_  
 Canvasser

\_\_\_\_\_  
 Printed Name and Signature

Contact Details:

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

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

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

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