



Document Code No.			
<b>FM-DOrSU-PROC-09</b>			
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**REQUEST FOR QUOTATION (SHOPPING B)**

1/20/2023

Date

**Dear Supplier/Service Provider**

You are hereby informed that the Davao Oriental State University (DOrSU) wherever deemed proper and authorized under Rule XVI, IRR of RA 9184, will receive sealed price quotation for the supply/delivery of the following items/goods or services at DOrSU, City of Mati, Davao Oriental where the said quotation will be opened on \_\_\_\_\_ or wherever deemed necessary as indicated below:

Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
10	can	Air Freshener	aerosol 280ml/150g min	_____	_____
5	gal	Alcohol	ethyl 68%-70%, scented 500ml (-5ml)	_____	_____
10	pack	Battery	dry cell, AA, 2pcs per blister pack	_____	_____
10	pack	Battery	dry cell, AAA, 2pcs per blister pack	_____	_____
5	box	Envelop	documentary, for legal size doc, 500pcs per box	_____	_____
30	pc	Correction tape	1pc in individual plastic	_____	_____
10	set	Marker	florescent, 4 colors per set	_____	_____
1	box	Pentelpen	for whiteboard, 12 pcs/box	_____	_____
1	bundle	Rags	all cotton, 30-35pcs in a bundle	_____	_____
10	pack	Toilet Tissue paper	2-plys sheets, 150 pulls, 12 rolls in a pack	_____	_____
30	pc	Sign pen	black, liquid/gel ink, 0.5mm needle tip	_____	_____
30	pc	Sign pen	blue, liquid/gel ink, 0.5mm needle tip	_____	_____
5	pair	Scissors	symmetrical, blade: 65mm, 1 pc in individual	_____	_____
5	can	Furniture Cleaner	aerosol type, 300ml min per can	_____	_____
25	ream	Paper	multi-purpose, 70gsm, A4	_____	_____
25	ream	Paper	multi-purpose, 70gsm, Legal	_____	_____
20	roll	Tape	masking, width:24mm (±1mm)	_____	_____
20	roll	Tape	packaging, width: 48mm (±1mm)	_____	_____
20	roll	Tape	transparent, width:24mm (±1mm)	_____	_____
20	roll	Tape	transparent, width:48mm (±1mm)	_____	_____
10	pc	File box	Landscape, long	_____	_____
2	pc	Rug	door mat, anti-slip, rubber, WELCOME	_____	_____
2	box	Envelope	expanding, kraftboard, for legal size doc, 100pcs per box	_____	_____

Approved Budget: P 57,350.00

PR #: 2023-01-011A&B Date: \_\_\_\_\_

Requesting Unit/Office : FASST Unit

**Shopping B Documentary Requirements :**

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. External Provider form (from DOrSU)

(SGD)

**REX S. APARICIO, Ph.D**

BAC Chairman

The Bids and Awards Committee:

I hereby submit my/our offer at the price indicated opposite the items and agree to the terms and conditions of this as stated on the flipside of this Request/Invitation.

Canvassed/Distributed by: \_\_\_\_\_

\_\_\_\_\_  
Name of Establishment

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

\_\_\_\_\_  
Authorized Signature



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## REQUEST FOR QUOTATION/INVITATION TO BID

\_\_\_\_\_ Date

### NOTICE TO BIDDERS/OFFERORS:

Sealed bids subject to the terms and conditions stated below will be opened at the DAVAO ORIENTAL STATE UNIVERSITY at \_\_\_\_ o'clock \_\_\_\_ on \_\_\_\_\_. Bidders are invited if they wish to be present at the time stated when the bids shall be opened.

### TERMS AND CONDITIONS

- 1 Goods offered must be Brand New, unless otherwise specified. Bidders/Offerors can offer an alternate item that is close to, or be a better substitute of the prescribed item(s), specifying at least its minimum characteristic and/or performance.
- 2 The envelope containing the bids shall be sealed and be addressed to:  
  
The Chairman  
Bids and Awards Committee  
Davao Oriental State University
- 3 The sealed bid envelope should be dropped in the Bid Box by the interested bidder or his authorized representative at the Guard House of the University. It could also be sent thru a reliable and registered Courier-Forwarder. Request for Quotation may be picked up by the authorized University Procurement Practitioner(s) If Supplier/Provider chooses to.
- 4 The Goods/Services provider must be bona fide Supplier of the Locality or outside provided they have complied the eligibility requirements stated or specified.
- 5 Goods/Services supplied herein are subject to inspection by the Property Inspector and End-User, and the acceptance /rejection of the Supply Officer or his/her authorized representative.
- 6 Except when otherwise stated all laws, rules, regulation, and standard specifications approved by the Bureau of products Standards and/or the Commission of Audit, including tolerance apply to and govern this bid.
- 7 Goods/Services supplied hereon shall be delivered within \_\_\_\_\_ calendar days from receipt of purchase/job order. A penalty of one tenth of one percent (1/10 of 1%) of the total purchase shall be imposed for every day of the delay to be reckoned for the day immediately following the expiration of the specified delivery period.

OFFERORS

AUTHORIZED SIGNATURE

DATE RECEIVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_