



Document Code No.			
FM-DOrSU-PROC-09			
Issue Status	Rev No.	Effective Date	Page No.
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REQUEST FOR QUOTATION (SHOPPING B)

1/26/2023

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	280ml (assorted)	_____	_____
3	gal	Alcohol	rubbing	_____	_____
5	pack	Battery	AAA, 2pcs/pack	_____	_____
1	pc	Broom soft	standard size	_____	_____
10	pack	Board paper	white, A4, 12pcs/pack	_____	_____
3	pack	Board paper	cream white, long, 12pcs/pack	_____	_____
20	box	Bond paper	multi-purpose, A4, 70gsm	_____	_____
20	box	Bond paper	multi-purpose, Legal, 70gsm	_____	_____
3	roll	Cartolina	(22-1/2" x 28-1/2") 110gsm / color orange / 10pcs per roll	_____	_____
10	pack	Certificate paper	white, A4, 50pcs/pack	_____	_____
3	box	Clip backfold	19mm, 12pcs per box	_____	_____
4	box	Clip backfold	41mm, 12pcs per box	_____	_____
5	box	Clip backfold	25mm, 12pcs per box	_____	_____
30	pcs	Correction tape	roller tape, film based, 6meters min. usable	_____	_____
13	box	Data file box	made of chipboard, with closed ends	_____	_____
3	pc	Dating and stamping machine	steel, 4mm mini timer & regular	_____	_____
1	pc	Dustpan	plastic with handle, large	_____	_____
1	box	Envelope	expanded, legal, 200pcs/box	_____	_____
1	box	Folder	expanded, green, with tab, Legal, 100pcs/box	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2023-01-018A&B Date: 1/17/2023

Requesting Unit/Office : DSS

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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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
10	can	Furniture cleaner	furniture polish lemon (280ml)	_____	_____
20	pcs	Glue	All-purpose liquid, 130grams	_____	_____
10	btl	Ink	for Canon printer G4010, color yellow	_____	_____
20	btl	Ink	for Canon printer G4010, color black	_____	_____
10	btl	Ink	for Canon Printer G4010, color cyan	_____	_____
10	btl	Ink	for Canon Printer G4010, color magenta	_____	_____
3	set	Marker	Flourescent, 3 colors per set	_____	_____
5	pad	Notepad	stick-on, 3" x 3"	_____	_____
5	pad	Notepad	stick-on, 2" x 3"	_____	_____
5	pad	Notepad	stick-on, 3" x 4"	_____	_____
1	box	Paper clip	33mm, 100pcs per box of 52 grams	_____	_____
10	pack	Paper	white vellum, A4 size, 30pcs per pack	_____	_____
10	pack	Paper	white vellum, legal size, 30pcs per pack	_____	_____
10	pack	Photopaper	A4 size, 50pcs/pack	_____	_____
12	pcs	Plastic Expanding File	with wallet letter size expandable file, color green	_____	_____
5	book	Record book	500pages, size:214mm x 278mm minimum	_____	_____
10	box	Staple wire	no. 35, standard staples (500pcs)	_____	_____
2	pcs	Stapler	standard type, load cap: 200 staples min.	_____	_____
1	pc	Staple remover	scissor type/plier type, metal tip with plastic body	_____	_____
3	pair	Scissor	Large size	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
5	pack	Sticky paper	color white, legal size, 50pcs per pack	_____	_____
3	box	Sign pen	black, 0.5, 12pcs per box	_____	_____
3	box	Sign pen	blue, 0.5, 12pcs per box	_____	_____
12	pack	Index tab	self-adhesive	_____	_____
3	bundle	Spring	for ring binder, 0.5" size, 10pcs/bundle	_____	_____
3	bundle	Spring	for ring binder, 1" size, 10pcs/bundle	_____	_____
3	bundle	Spring	for ring binder, 1.5" size, 10pcs/bundle	_____	_____
3	bundle	Spring	for ring binder, 2" size, 10pcs/bundle	_____	_____
3	bundle	Spring	for ring binder, 2.5" size, 10pcs/bundle	_____	_____
3	bundle	Spring	for ring binder, 3" size, 10pcs/bundle	_____	_____
6	roll	Tape	masking, width:24mm	_____	_____
6	roll	Tape	masking, width:48mm	_____	_____
15	roll	Tape	transparent, width:24mm	_____	_____
10	roll	Tape	transparent, width:48mm	_____	_____
2	pack	Trashbag	built-in-tie (small), black	_____	_____
7	roll	Toilet tissue	2 ply sheets, 150 pulls, 12 rolls in a pack	_____	_____

Approved Budget: P 97,611.00

PR #: 2023-01-018

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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
