



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
60	btl	Alcohol	Ethyl, 500ml	_____	_____
48	box	Paper Clip	Vinyl, plastic coated, 33mm	_____	_____
24	box	Paper Clip	vinyl, plastic coated, 50mm	_____	_____
100	ream	Paper	multi-purpose, 80gsm, A4, 500's	_____	_____
100	ream	Paper	multi-purpose, 80gsm, Legal, 500's	_____	_____
120	pc	Sign pen	black	_____	_____
120	pc	Sign pen	blue	_____	_____
60	pc	Sign pen	red	_____	_____
20	roll	Tape	transparent, 24mm	_____	_____
20	roll	Tape	transparent, 48mm	_____	_____
20	pack	Toilet Tissue paper	2ply, 12 roll in a pack	_____	_____
10	cart	Tonner	cart for HP CE285A (HP85A), Black	_____	_____
24	can	Air Freshener	aerosol, 280ml 150g min	_____	_____
60	pc	Correction tape	30M	_____	_____
60	pc	Data Folder	(3" x 9" x 15) Pink	_____	_____
24	can	Disinfectant spray	aerosol type	_____	_____
10	box	Envelope	documentary, legal size, 500's, 300lbs	_____	_____
2	pc	External Hard Drive	1TB	_____	_____
24	can	Cleaner	for Furniture, aerosol type	_____	_____
2	set	Ladder	Alloy 4 step foldable	_____	_____
30	btl	Glue	washable clear, 130g	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2023-01-023A,B&C
and 2023-01-024

Date: 1/13/2023

Requesting Unit/Office : Registrar Office

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:

Date: _____

Name of Establishment

Authorized Signature



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
30	pc	Highlighter	flourescent	_____	_____
5	pack	Index tabs	clear	_____	_____
6	can	Insecticide	aerosol type	_____	_____
2	roll	Laminating Film	125mic, 10m, 12"	_____	_____
1	set	Laminating	6in1 Hot and Cold Lamiantor, Puncher, Trimmer	_____	_____
			Broken Wave Straight	_____	_____
40	btl	Hand Sanitizer	liquid, spray, antibac moisturizing 75% alcohol	_____	_____
			300ml	_____	_____
5	pc	Mouse	Authentic M120 Lazer USB, heavy duty	_____	_____
16	pad	Notepad	stick-on, 2" x 3"	_____	_____
15	pad	Notepad	stick-on, 3" x 3"	_____	_____
100	ream	Paper	multi-purpose, 70gsm, short 500's	_____	_____
1	pc	Pencil Sharpener	manual, single cutter head	_____	_____
5	ream	Photopaper	glossy, A4 10's	_____	_____
3	box	Ring binder	1.2 meters UNCUT, black, 16mm, 10's	_____	_____
3	box	Ring binder	1.2 meters UNCUT, black, 28mm, 10's	_____	_____
3	box	Ring binder	1.2 meters UNCUT, black, 51mm, 10's	_____	_____
100	pc	PVC Cover	Clear, Legal Size	_____	_____
13	pair	Scissor	heavy duty, 9"	_____	_____
10	pc	Sign pen	for parchment water & fade proof, pigment ink	_____	_____
			0.8mm, black	_____	_____

Approved Budget: Please see next page for ABC

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
24	pc	Marker Pen	twin permanent, broad & fine, Black	_____	_____
1	pc	SSD	1TB Internal Solid State Drive 2.5 Hard Disc for Laptop	_____	_____
15	pc	Staple Remover	heavy duty stainless steel Plier type	_____	_____
5	box	Staple wire	no. 35 heavy duty	_____	_____
5	pc	Stapler	standard type	_____	_____
10	pack	Sticker paper	white, legal, 100's	_____	_____
5	pc	Swivel office	leather, reclining, wide backrest, heavy duty	_____	_____
5	roll	Tape	double sided, 8 meters, white super strong, adhesive, 2"	_____	_____
5	roll	Tape	double sided, 8 meters, white super strong, adhesive, 1"	_____	_____
5	roll	Tape	masking, 2"	_____	_____
10	box	Sign pen	0.7 12's (5 box Blue, 5 box Black)	_____	_____
5	box	Ballpen	BP-S Fine 12's (3 box Blue, 2 box Black)	_____	_____
25	btl	Ink Refill	for L5190 - 003 Black	_____	_____
10	btl	Ink Refill	for L5190 - 003 Yellow	_____	_____
10	btl	Ink Refill	for L5190 - 003 Magenta	_____	_____
10	btl	Ink Refill	for L5190 - 003 Cyan	_____	_____
10	btl	Ink Refill	for L4260 - 003 Black	_____	_____
5	btl	Ink Refill	for L4260 - 003 Yellow	_____	_____
5	btl	Ink Refill	for L4260 - 003 Magenta	_____	_____
5	btl	Ink Refill	for L4260 - 003 Cyan	_____	_____
20	btl	Ink Refill	for L360 - 664 Black	_____	_____

Approved Budget: P 412,850.00

PR #: 2023-01-023A,B&C
and 2023-01-024

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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
