



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

2/6/2023  
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
3	unit	Locker (Ready made)	Specification: Made from Alloy Metal; Color Gray; Durable: Heavy duty Size: 90 x 40 x 185 cm (LWH); Easy to Assemble; Easy to Clean; Stylish and Multifunctional; Weight: 49kg; 5 layer 3 lockers per layer	_____	_____
20	can	Air Freshener	500ml/can	_____	_____
15	gal	Alcohol rubbing	scented; Ethyl, 68-72%	_____	_____
20	btl	Hand Sanitizer	Liquid, 500ml per bottle	_____	_____
20	can	Insecticide Spray	aerosol type, 420ml/can	_____	_____
20	can	Disinfectant Spray	aerosol, scented, 500mg/can	_____	_____
10	kl	Detergent powder	all-purpose	_____	_____
10	btl	Dishwashing liquid	1000ml per bottle	_____	_____
2	set	Mop	with mop bucket, heavy duty, hard plastic	_____	_____
20	pack	Scouring pad	5pcs per pack, made of synthetic nylon, 150mm x 200mm, Thick:8mm, Green color	_____	_____
20	pack	Tissue paper	2 ply, 12 rolls/pack	_____	_____
20	btl	Cleaner	for toilet and urinal (1ltr/btl)	_____	_____
30	btl	Hand Soap	Liquid, 500ml per bottle	_____	_____
10	pack	Trash bag	black, tear resistant, Leak Proof, bottom seal, 37"x40", 0.02mm thick	_____	_____
20	box	Clip backfold	25mm (Black), 12pcs per box	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2023-02-042A,B,C&D Date: 1/25/2023

Requesting Unit/Office : ICE - DEAN

**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
20	box	Clip backfold	32mm (Black), 12pcs per box	_____	_____
20	box	Clip backfold	50mm (Black), 12pcs per box	_____	_____
5	pack	Battery	dry cell, (9volts) 1pcs per pack	_____	_____
30	pack	Battery	dry cell, (AAA) 4pcs per pack	_____	_____
30	pack	Battery	dry cell, (AA) 4pcs per pack	_____	_____
20	box	Paper clip	gem type, 50mm, vinyl, coated Jumbo clip, 100s/box	_____	_____
20	pack	Paper clip	gem type, 33mm, vinyl, coated Jumbo clip, 100s/box	_____	_____
15	box	Fastener	metal, colored (100pcs per box)	_____	_____
50	box	Staple wire	no. 35 (for heavy duty staplers)	_____	_____
5	pair	Scissor	symmetrical / Assymetrical (heavy duty)	_____	_____
40	box	Index tab	transparent, self-adhesive, clear color, five sets per box, One set composed of 2pcs 6inch tab stips and 2 complete alphabets	_____	_____
20	bundle	Ring binder	plastic, 8mm (color black, 10pcs per bundle)	_____	_____
15	bundle	Ring binder	plastic, 20mm (Color black, 10pcs per bundle)	_____	_____
20	bundle	Ring binder	plastic, 32mm (Color black, 10pcs per bundle)	_____	_____
2	roll	Laminating Film	250 microns, 12 inch, 100 meters per roll	_____	_____
5	ream	PVC Cover	for book binding, A4 size, 250gsm, transparent (100pcs per rem)	_____	_____
5	ream	PVC Cover	for book binding, Long size, 250gsm, transparent (100pcs per rem)	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	pack	PVC Black Card Sheet	A4 size, Glossy Finish (50 sheets per ream)	_____	_____
5	pack	Vinyl Sticker	Specification: Glossy; Made of High Quality Vinyl Sticker Material, Fully Waterproof and tough durability; A4 size; 20 sheets per pack	_____	_____
5	pack	Cold Laminating Film	Photo top (3D) (Specification: Glossy; Made of High Quality Material; Fully waterproof and tough durability; A4 size; 20 sheets per pack	_____	_____
10	book	Record book	500pages	_____	_____
200	pc	Correction tape	roller type, film based, Usable Length: 8m min	_____	_____
50	pc	Data Folder	made of chipboard, taglia lock; A4 size; color black	_____	_____
1	box	Expandable Folder Green	with Metal tab (Legal size, 100pcs per box	_____	_____
50	box	Data File box / Magazine File box	Legal size, Single, Black color	_____	_____
50	pc	Highlighter	Flourescent (Orange)	_____	_____
50	pc	Highlighter	Flourescent (Yellow)	_____	_____
50	pc	Highlighter	Flourescent (Yellow Green)	_____	_____
30	box	Chalk	Molded, White, Dustless (100pcs per box)	_____	_____
100	pc	Sign pen	high tech pen, fine point .4mm (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
100	pc	Sign pen	high tech pen, fine point .4mm (Blue)	_____	_____
50	pc	Sign pen	high tech pen, fine point .4mm (Red)	_____	_____
20	box	Pencil	lead with eraser (12pcs/box)	_____	_____
2	box	Marker	permanent, Broad type, color Black, 12pcs/box	_____	_____
13	box	Marker	for whiteboard, refillable, black, 12pcs/box	_____	_____
13	box	Marker	for whiteboard, refillable, blue, 12pcs/box	_____	_____
5	box	Marker	for whiteboard, refillable, red, 12pcs/box	_____	_____
13	roll	Tape	masking, 2inches width, usable length of 50m/pc	_____	_____
15	roll	Tape	packing, 2 inches, 50m per piece	_____	_____
15	roll	Tape	transparent, 2inches width, usable length of 50m	_____	_____
10	roll	Tape	double sided, 1/2 inch width, usable length of 50m	_____	_____
15	roll	Tape	double sided, 1 inch width, usable length of 50m	_____	_____
5	pc	Cutter Knife	with free extra blade (Heavy duty, Solvent resistant, Metal body for strength, Quick and easy blade changed, no tools required)	_____	_____
10	box	Blade cutter	for general purpose cutter/Utility, 10pcs/tube	_____	_____
30	box	Paper	multi-purpose, 70gsm legal size, 5ream per box	_____	_____
40	box	Paper	multi-purpose, 70gsm A4 size, 5ream per box	_____	_____
10	box	Data file Storage box	Legal size: 13" x 15 5/8" x 13", 2 Covers: Semi Rough Texture, Heavy duty, Black Color	_____	_____

Approved Budget: P 283,820.00

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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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_