



REQUEST FOR QUOTATION (SHOPPING B)

February 7, 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
5	bottle	Furniture Polisher	Lemon scented spray, 330ml	_____	_____
10	bottle	Disinfectant Spray	for Germs, Sanitizing spray for hard and soft surfaces, Linen Scent; 681ml	_____	_____
120	roll	Tissue paper	2ply, 400 sheets per roll	_____	_____
2	pc	Alcohol dispenser with Thermal Scanner	Capacity: 1000ml; Sensor Type; Touchless hand sanitizer that enables a quick and easy hand disinfection	_____	_____
25	box	Book Paper	size A4, 5 reams x 500 sheets	_____	_____
3	set	Stamp pad and ink refill	3" x 6.25" (76mm x 158mm), Black	_____	_____
50	pc	Envelope	Long, Brown	_____	_____
10	pc	Marker	permanent, bullet type, black	_____	_____
3	pc	Record book	300 pages, size 214mm x 278mm min.	_____	_____
20	pc	Sign pen	liquid of Gel, Black, 0.5mm needle tip	_____	_____
20	pc	Sign pen	liquid of Gel, Blue, 0.5mm needle tip	_____	_____
20	pc	Sign pen	liquid of Gel, Red, 0.5mm needle tip	_____	_____
10	pc	Tape	masking, width:24mm	_____	_____
10	pc	Tape	masking, width:48mm	_____	_____
10	pc	Tape	transparent, width:48mm	_____	_____
10	pc	Tape	transparent, width:24mm	_____	_____
12	gallon	Alcohol	ethyl, 68%-70%, scented	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2023-02-058A,B&C Date: _____ Requesting Unit/Office : QAO

- 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



REQUEST FOR QUOTATION (SHOPPING B)

2/7/2023

Date

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
10	box	Paper clips	33mm, 100pcs/box or 52 grams (min) (net of box)	_____	_____
10	box	Paper clips	50mm, 100pcs/box or 120 grams (min)(net of box)	_____	_____
1	pc	Stapler	Long Arm	_____	_____
10	pc	Correction tape	1 pc individual, 5mm x 8m	_____	_____
10	pc	Stand file box	document organizing, thick and durable, 15inches x 9.5 inches x 4.5inches	_____	_____
10	pack	Battery	dry cell, size AAA, 4pcs per pack	_____	_____
30	pc	Folder	Green Expandable, Press Board folder for Filing	_____	_____
10	box	Staple wire	Length: 6mm, No. 35	_____	_____
5	pack	Highlighter	assorted, 4pcs per pack	_____	_____
10	pack	Photopaper	A4 double sided glossy paper 160gsm, 50 sheets per pack	_____	_____
5	pack	Photopaper	A4 double sided glossy paper 200gsm, 20 sheets per pack	_____	_____
20	pack	Stamping paper	A4 Hot Stamping Paper for Certificates (10 sheets per pack)	_____	_____
10	pc	Printer ink	Color Cyan, 48.8ml; DCP T700W, genuine	_____	_____
10	pc	Printer ink	Color Yellow, 48.8ml; DCP T700W, genuine	_____	_____
10	pc	Printer ink	Color Magenta, 48.8ml; DCP T700W, genuine	_____	_____
10	pc	Printer ink	Color Black, 48.8ml; DCP T700W, genuine	_____	_____

Approved Budget: P 80,249.00

PR #: 2023-02-058A,B&C Date: _____

Requesting Unit/Office : QAO

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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
