



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 |
|-----|------|-------------------|--|------------|------------|
| 150 | ream | Bond Paper | multicopy, 80gsm, size: 210mm x 297 (A4) | _____ | _____ |
| 150 | pc | Folder | expanded, Long Green | _____ | _____ |
| 30 | btl | Alcohol | rubbing, 70% Isopropyl 500ml w/ moisturizer | _____ | _____ |
| 2 | gal | Glass cleaning | anti-scale glass cleaning solution | _____ | _____ |
| 2 | pack | Battery | double A, 2pc in a pack, rechargeable | _____ | _____ |
| 2 | pack | Battery | triple A, 2pc in a pack, rechargeable | _____ | _____ |
| 36 | pc | Detergent Powder | orange fresh, 75g | _____ | _____ |
| 6 | pc | Dishwashing paste | with free sponge, big 500g | _____ | _____ |
| 6 | btl | Bleach | for cleaning materials, Original/Color Safe 900ml-1000ml | _____ | _____ |
| 90 | pc | Correction tape | 5mm x 8m, 1pc in individual plastic | _____ | _____ |
| 7 | pc | Emergency Light | LED, Rechargeable, 2x12 Bright | _____ | _____ |
| 100 | pc | Envelope | Long, Brown | _____ | _____ |
| 2 | pc | Hard Drive | External 1TB, 2.5" HDD, USB 3.0 | _____ | _____ |
| 3 | pc | Connector | Universal regular HDMI connector, Type A, Dimension: 13.9mm x 4.45mm | _____ | _____ |
| 10 | btl | Furniture Spray | Enhancing Polish, Multi-surface & All-action Cleaners, Lemon 330ml | _____ | _____ |
| 11 | pair | Scissors | Premium stainless steel (rugged soft handles) 9 inches 240mm, Thickness 3mm | _____ | _____ |
| 12 | pc | Stapler | heavy duty with staple wire remover | _____ | _____ |

Approved Budget: Please see next page for ABC

PR #: 2023-02-064A,B,&C Date: 2/1/2023

Requesting Unit/Office : IALS - 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:

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 |
|-----|------|---------------------------|--|------------|------------|
| 100 | btl | Printer ink | for Brother DCP-T720DW, Black, Genuine | _____ | _____ |
| 100 | btl | Printer ink | for Brother DCP-T720DW, Cyan, Genuine | _____ | _____ |
| 100 | btl | Printer ink | for Brother DCP-T720DW, Magenta, Genuine | _____ | _____ |
| 100 | btl | Printer ink | for Brother DCP-T720DW, Yellow, Genuine | _____ | _____ |
| 20 | btl | Printer ink | for Epson L220, Black, Genuine | _____ | _____ |
| 20 | btl | Printer ink | for Epson L220, Cyan, Genuine | _____ | _____ |
| 20 | btl | Printer ink | for Epson L220, Magenta, Genuine | _____ | _____ |
| 20 | btl | Printer ink | for Epson L220, Yellow, Genuine | _____ | _____ |
| 10 | btl | Insecticide aerosol spray | multi-insect killer based, 600ml | _____ | _____ |
| 40 | pc | File holder box | legal, green | _____ | _____ |
| 40 | pc | Folder binder | lever arch file, long, thick, center lock | _____ | _____ |
| 30 | box | Marker | whiteboard pen, black, 12pcs/box | _____ | _____ |
| 30 | box | Marker | whiteboard pen, blue, 12pcs/box | _____ | _____ |
| 30 | box | Marker | permanent, fine, red, 12pcs/box | _____ | _____ |
| 20 | pc | Mouse | USB connection type | _____ | _____ |
| 10 | box | Paper clip | vinyl 30mm, 100pcs/box, 52 grams | _____ | _____ |
| 10 | box | Paper clip | vinyl 50mm, 100pcs/box, 120 grams | _____ | _____ |
| 113 | ream | Bond Paper | multicopy, 80gsm, size: 216mm x 330, Long | _____ | _____ |
| 20 | pack | Photopaper | Glossy, A4 size, 260gsm with 20sheets/pack | _____ | _____ |
| 20 | ream | Bond Paper | multicopy, 70gsm, Letter size, substance 20 | _____ | _____ |

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| Document Code No. | | | |
|-------------------------|---------|----------------|----------|
| FM-DORsU-PROC-09 | | | |
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| Qty | Unit | Item | Description/Performance of the Item (atleast, the minimum) | Unit Price | Total Cost |
|-----|------|---------------|---|------------|------------|
| 20 | pack | Photopaper | Linen, A4 size, 260gsm with 20 sheets/pack | _____ | _____ |
| 1 | unit | Printer | Print, Scan, Copy, Fax with ADF up to Legal size maximum copy, USB support, Wired/Wireless Network printing, Wifi Direct, Colored | _____ | _____ |
| 5 | pcs | Record book | 500 pages, Regular, 6.9 x 11.23 inches | _____ | _____ |
| 20 | btl | Ink | for permanent marker refill, black | _____ | _____ |
| 20 | btl | Ink | for whiteboard marker refill, black | _____ | _____ |
| 20 | btl | Ink | for whiteboard marker refill, blue | _____ | _____ |
| 30 | box | Sign pen | Black, Liquid/gel ink, 0.5mm needle tip 12pcs/box | _____ | _____ |
| 30 | box | Sign pen | Blue, Liquid/gel ink, 0.5mm needle tip 12pcs/box | _____ | _____ |
| 30 | box | Sign pen | Red, Liquid/gel ink, 0.5mm needle tip 12pcs/box | _____ | _____ |
| 10 | pack | Special paper | for certificate, Long, Vellum 180gsm, 20 sheets/pack | _____ | _____ |
| 30 | box | Staple wire | no.35 standard staples | _____ | _____ |
| 50 | pads | Sticky notes | with adhesive 2inches x 3inches, 100sheets | _____ | _____ |
| 30 | roll | Tape | transparent, 24mm | _____ | _____ |
| 30 | roll | Tape | transparent, 48mm | _____ | _____ |
| 30 | pack | Tissue paper | 150pulls, 12roll in a pack | _____ | _____ |

Approved Budget: Please see next page for ABC

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| 5 | pcs | Toner Cartridge | for Printer HP Laser Jet Pro MFP M125a, Print Cartridge #83A, Genuine | _____ | _____ |
| 12 | pc | Wall fan | 16-inch Low Noise Wall Mounted | _____ | _____ |
| 35 | pc | Glue | All purpose, white, premium quality, bonds strongly and dries clear, safe, washable, and nontoxic 473 ml | _____ | _____ |

Approved Budget: P 482,368.00

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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
