



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

July 8, 2024
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
15	btls	Alcohol	Ethyl, 68%-70%, scented 500ml	_____	_____
9	gal	Alcohol	Ethyl, 68%-70%, scented	_____	_____
3	box	Clearbook	Legal size, Color Blue, 20 sheets/box	_____	_____
60	pcs	Sign Pen	Extra Fine Tip, Black, 0.5 mm	_____	_____
60	pcs	Sign Pen	Fine Tip, Black, 0.5 mm	_____	_____
65	pcs	Sign Pen	Medium Tip, Black, 0.5 mm	_____	_____
60	pcs	Sign Pen	Extra Fine Tip, Blue, 0.5 mm	_____	_____
60	pcs	Sign Pen	Fine Tip, Blue, 0.5 mm	_____	_____
65	pcs	Sign Pen	Medium Tip, Blue, 0.5 mm	_____	_____
37	pcs	Sign Pen	Extra Fine Tip, Red, 0.5 mm	_____	_____
38	pcs	Sign Pen	Fine Tip, Red, 0.5 mm	_____	_____
40	pcs	Sign Pen	Medium Tip, Red, 0.5 mm	_____	_____
2	pcks	Wrapping Paper	Purple color, Size: w914.4mm x L1,219.4mm20 pcs/pack	_____	_____
1	pcks	Battery	Dry Cell, size AA, 4 pcs/pack	_____	_____
1	pcks	Battery	Dry Cell, size AAA, 4 pcs/pack	_____	_____
2	pcks	Battery	Dry Cell, size D, 2 pcs/pack	_____	_____
2	can	Air Freshener	Aerosol, 280 ml/150g min, scented	_____	_____
12	pcs	Broom	Walis Tambo	_____	_____

Approved Budget: Please see page 6 for ABC

PR #: 2024-07-526A, B, C, D Date: 6/20/24

Requesting Unit/Office : FTED Dean

Shopping B Documentary Requirements :

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. External Provider form (from DOrSU)

DR. CHERYLL L. BAUTISTA
BAC Chairperson

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

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	pcs	Broom	Walis Ting-Ting	_____	_____
14	btl	Cleaner	Toilet bowl and urinal, 1L	_____	_____
13	pouch	Detergent	Powder, all purpose, 1kg	_____	_____
2	can	Disinfectant Spray	340g, scented	_____	_____
3	pcs	Dust pan	Durable, with handle, blue	_____	_____
12	can	Floor wax	Paste type, Red, 450g	_____	_____
12	can	Furniture Cleaner	Aerosol type, 330ml	_____	_____
3	btl	Hand Soap	Liquid, with moisturizer, 500ml	_____	_____
2	unit	Mop bucket	Heavy duty, w/ squeezer, 20L	_____	_____
2	pcs	Mop Handle	Spinning, PVC w/ Aluminum, 4ft	_____	_____
2	pcs	Mop Head	Made of rayon, 450g	_____	_____
3	kilo	Rags	Fabric, 12x14inches	_____	_____
2	pack/roll	Trashbag	XXL size, 50 pcs/pck or roll	_____	_____
2	pack/roll	Trashbag	Large size, 50 pcs/pck or roll	_____	_____
2	pack/roll	Trashbag	XL size, 50 pcs/pck or roll	_____	_____
4	pcs	Wastebasket	with cover, 10L	_____	_____
3	box	Face mask	Disposable, Black, 50 pcs per box	_____	_____
2	roll	Acetate	Film PVC, big size 24in x 2m	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	pcs	Fashdrive	OTG dual Drive 3.2 and type C, 64gb	_____	_____
3	jar	Glue	Multi-purpose, white, 130g	_____	_____
15	box	Staple Wire	Heavy duty, binder type 23/13	_____	_____
10	box	Staple Wire	Standard size, #35	_____	_____
7	roll	Tape	Masking, 24mm x 22m	_____	_____
5	roll	Tape	Masking, 48mm x 22m	_____	_____
3	roll	Tape	Transparent, 24mm x 22m	_____	_____
3	roll	Tape	Transparent, 48mm x 30m	_____	_____
5	box	Chalk	White Enamel, 120s	_____	_____
4	box	Clip	Backfold, 19mm, 12s	_____	_____
5	box	Clip	Backfold, 25mm, 12s	_____	_____
4	box	Clip	Backfold, 32mm, 12s	_____	_____
8	box	Clip	Backfold, 50mm, 12s	_____	_____
15	pcs	Correction Tape	1 Piece in individual plastic 5mm x 30m	_____	_____
1	pcs	Cutter	Stainless Steel 10" chef knife	_____	_____
15	pcs	File Box	Made of chipboard with closed ends & built in cover, 15.5 (L) X 5.5 (W) x 11 (H), Blue color	_____	_____
30	pcs	Folder	Legal, blue, w/ clipboard & cover	_____	_____

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2	pcs	Dater Stamp	From year 2024-2035 w/self Ink, 41 x 24mm (WxH)	_____	_____
2	box	Envelope	A4, Documentary, brown, 500 pcs/box	_____	_____
2	box	Envelope	Legal size, Documentary, brown, 500 pcs/box	_____	_____
2	box	Envelope	Expanding, Plastic, Legal size, 10 pcs/box	_____	_____
2	box	Envelope	Mailing, 6 3/4, 80gsm, 500 pcs/box	_____	_____
15	pcs	Eraser	for blackboard and whiteboard	_____	_____
10	box	Fastener	Metal, 8cm, 50pcs/box	_____	_____
10	pcs	File Organizer	Expanding, Plastic, Legal size, with cover	_____	_____
10	pcks	File Tab	Divider, A4 size, 5pcs/pack	_____	_____
10	pcks	File Tab	Divider, Legal size, 5pcs/pack	_____	_____
5	box	Folder	Pressboard, Green, Legal size, 50pcs/box	_____	_____
5	pcks	Folder	With tab, A4 size, brown, 100 pcs/pck	_____	_____
5	pcks	Folder	With tab, Legal size, brown, 100 pcs/pck	_____	_____
15	box	Tab	Index (A-Z), 5ft	_____	_____
10	pcs	Marker	Permanent, Black, Broad tip	_____	_____
10	pcs	Marker	Permanent, Blue, Broad tip	_____	_____
10	pcs	Marker	Permanent, Red, Broad tip	_____	_____
13	pcs	Marker	Whiteboard, Black, Broad tip	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
7	pcs	Marker	Whiteboard, Blue, Broad tip	_____	_____
7	pcs	Marker	Whiteboard, Red, Broad tip	_____	_____
5	box	Paperclip	Vinyl/plastic coated, 33mm	_____	_____
10	box	Paperclip	Vinyl/plastic coated, jumbo 50mm	_____	_____
2	box	Pencil	Lead/Graphite	_____	_____
1	pcs	Sharpener	Heavy duty, Metal, table top, Rotary, Adjustable	_____	_____
2	pcs	Puncher	Double hole w/ measurement	_____	_____
1	box	Rubber band	No. 18, 350G/box	_____	_____
2	pair	Scissors	Symmetrical/assymetrical, 9 inch	_____	_____
2	pcs	Staple remover	Plier-type	_____	_____
1	pcs	Tape Dispenser	Table top, 24mm	_____	_____
4	pcks	Cartolina	Assorted Color, 10 pcs/pack	_____	_____
15	pad	Notepad	Stick-on, 50mm x 76mm	_____	_____
18	pad	Notepad	Stick-on, 76mm x 100mm	_____	_____
16	pad	Notepad	Stick-on, 76mm x 76mm	_____	_____
5	pcs	Notebook	Steno, 60 lvs, 6x9 in, spring	_____	_____
94	ream	Paper	Multipurpose, A4 size, 80 gsm	_____	_____
92	ream	Paper	Multipurpose, Legal size, 80 gsm	_____	_____
4	book	Record Book	300 pages, 8.5 inches x 11	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
10	book	Record Book	500 pages, 8.5 inches x 11	_____	_____
11	pcks	Tissue	Interfolded paper towel, white, 150 sheets	_____	_____
15	pcks	Tissue	Toilet tissue paper, 2 ply-12 rolls	_____	_____
8	btl	Hand Sanitizer	with moisturizer, 500ml	_____	_____
4	can	Insecticide	Aerosol type, 500ml	_____	_____
1	unit	Paper Shredder	Auto-feed Heavy duty, Sheet Cap: 12 sheets of 80 gsm paper Cut type: Micro Display: LCD Shred Speed: 3.5m/min Dimension: L425 x W290 x H695mm Weight: 22.5kg	_____	_____

Approved Budget: P 162,237.20

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