



REQUEST FOR QUOTATION (SHOPPING B)

July 5, 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
10	btl	Printer ink	for Epson L220, Cyan, Genuine	_____	_____
10	btl	Printer ink	for Epson L220, Magenta, Genuine	_____	_____
10	btl	Printer ink	for Epson L220, Yellow, Genuine	_____	_____
10	btl	Printer ink	for Epson L220, Black, Genuine	_____	_____
12	box	Paper clip	33mm, 100pcs/box or 52grams(min) (net of box)	_____	_____
12	box	Paper clip	50mm, 100pcs/box or 52grams(min) (net of box)	_____	_____
2	pack	Photopaper	Legal size, 12/pack, 135gsm	_____	_____
2	pack	Photopaper	A4 size, 12/pack, 230gsm	_____	_____
1	ream	Vellum paper	white, A4 size, 500 sheets, 180gsm	_____	_____
4	can	Furniture cleaner	300ml/can min, Lemon	_____	_____
4	books	Record book	500 pages, 214mm x 278mm min	_____	_____
10	pcs	Certificate holder	A4 size	_____	_____
5	rolls	Tape	double sided, 24mm x 33m	_____	_____
5	pack	Battery	double A, 4pcs per pack	_____	_____
10	box	Fastener	metal 70mm between prongs, 50sets per box	_____	_____
4	pack	Sticker paper	printable, 50pcs per pack, A4, 135gsm	_____	_____
2	unit	SSD	512GB, ADATA S4650	_____	_____
1	pcs	Dish Cleaner	Liquid, 250ml	_____	_____
2	bundles	Spring	for ring binder, 3" size, 10 pcs/bundle, plastic ring binder	_____	_____

Approved Budget: Please see page 3 for ABC

PR #: 2024-07-532A,B&C Date: 6/25/24

Requesting Unit/Office : Graduate School

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

Date: _____

Authorized Signature



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1	0	07.22.2022	2 of 4

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
25	packs	Tabbing	A-Z, clear, 50 per pack	_____	_____
14	pcs	Marker	whiteboard, blue	_____	_____
14	pcs	Marker	whiteboard, black	_____	_____
23	pcs	Marker	permanent, black	_____	_____
2	pair	Scissor	symmetrical / asymmetrical	_____	_____
10	pcs	HDMI cord	5 meters	_____	_____
16	packs	Toilet tissue	150 two-ply sheets, 12rolls/plastics package	_____	_____
1	box	Folder	Green expanded, kraft legal size, 100 per box	_____	_____
5	packs	Photopaper	glossy paper, A4, double sided, 220gsm	_____	_____
15	box	Clip	19mm, backfold	_____	_____
17	box	Clip	25mm, backfold	_____	_____
24	box	Clip	32mm, backfold	_____	_____
34	box	Clip	50mm, backfold	_____	_____
3	ream	Vellum Paper	legal size, white, 100sheets, 220gsm	_____	_____
2	btl	Disinfectant spray	aerosol type 400-550 grams	_____	_____
2	pcs	Inkjet printer head	for Canon G4770	_____	_____
4	pcs	Throw Pillow	Leatherette, Mustard yellow, size60x60cm	_____	_____
4	pcs	Data Folder	made of Chipboard, single	_____	_____

Approved Budget: Please see page 3 for ABC

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	box	Pencil	lead with eraser, 12 dozen per box	_____	_____
18	btl	Alcohol	68%-70%, scented 500ml (-5ml) Ethyl	_____	_____
1	pc	Desk File Organizer	metal tray, Legal size, 4 layers, Black	_____	_____
1	btl	Cleaner	for Toilet bowl and urinal, 900ml/bottle	_____	_____
1	btl	Air Freshener	aerosol, 280ml/150g min, Lavender	_____	_____
5	pad	Notepad	stick-on, 3"x3"	_____	_____
5	pad	Notepad	stick-on, 3"x4"	_____	_____
5	roll	Tape	width: 24mm (+1mm), Length: 50m, masking	_____	_____
5	roll	Tape	width: 48mm (+1mm), Length: 50m, masking	_____	_____
1	roll	Tape	width: 48mm (+1mm), Length: 100m, packaging	_____	_____
1	roll	Tape	width: 24mm (+1mm), Length: 50m, transparent	_____	_____
1	roll	Tape	width: 48mm (+1mm), Length: 80m, transparent	_____	_____
55	ream	Paper	multi-purpose, 70gsm, size: A4	_____	_____

Approved Budget: P 66,228.00

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