



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)**

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
1	tube	Ink	for Bizhub 227 copier machine, free use	_____	_____
1	tube	Ink	Black	_____	_____
1	tube	Ink	Magenta	_____	_____
1	tube	Ink	Cyan	_____	_____
1	tube	Ink	Yellow	_____	_____

Approved Budget: P 48,000.00

PR #: 2024-07-550

Date: 07/02/2024

Requesting Unit/Office : GSU - Reproduction

**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: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Authorized Signature