



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 16, 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
30	ream	Paper	multi-purpose, 70gsm, Legal	_____	_____
28	ream	Paper	multi-purpose, 70gsm, A4 size	_____	_____
3	pcs	Flashdrive	16GB capacity	_____	_____
5	pack	Sticker paper	glossy type legal size, 20pcs/pack	_____	_____
5	pack	Battery	dry cell, size AA, 4pcs/pack	_____	_____
8	pack	Battery	dry cell. Size AAA, durable, 4pcs/pack	_____	_____
4	pcs	Knife	for general purpose	_____	_____
10	boxes	Clip, backfold	25mm	_____	_____
10	boxes	Clip, backfold	19mm	_____	_____
20	boxes	Clip, backfold	32mm	_____	_____
5	boxes	Clip, backfold	50mm	_____	_____
1	pcs	Dater stamp	self ink (12 years) from 2024-2035	_____	_____
15	pcs	Data folder	legal size	_____	_____
1	pc	Digital voice recorder	5000 Dry Battery, Stereo, MP3/WMA/AAC-LC/L-PCM. 4GB	_____	_____
1	unit	Electric fan	desk type, 16 inches, 5 blades, 3 speed	_____	_____
1	box	Envelope	documentary , Legal, 100pcs/box	_____	_____
1	box	Envelope	expanding, kraft, 100pcs/box	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2024-07-562a&b Date: 5/7/2024

Requesting Unit/Office : EXTENSION OFFICE

Shopping B Documentary Requirements :

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

sgd

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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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	box	Fastener	metal, 100pcs/box	_____	_____
2	pack	Folder	with tab, A4,100pcs/box	_____	_____
2	pack	Folder	with tab, legal, 100pcs/box	_____	_____
10	btl	Glue	all purpose, 130 grams	_____	_____
2	box	Index tab	durable plastic tab w/ insert	_____	_____
1	box	Certificate paper	8.5x13, blue, 500sheet, 100gsm	_____	_____
10	pcs	Marker	permanent, black, broad	_____	_____
10	pcs	Marker	permanent, blue, Fine	_____	_____
10	pcs	Marker	for whiteboard black, Broad	_____	_____
10	pcs	Marker	for whiteboard blue, Broad	_____	_____
10	pads	Notepad	stick-on, 50mm x 76mm (2" x 3") min	_____	_____
20	pads	Notepad	Stick-on, (0.5" x 3") min	_____	_____
10	books	Record book	300 pages, Junior size, 8.5 x 5.5inches	_____	_____
3	pcs	Ruler	metal, 450mm	_____	_____
5	pair	Scissors	symmetrical/assymetrical (medium size)	_____	_____
5	boxes	Stapler wire	standard	_____	_____
15	roll	Tape	transparent, 24mm x 66mtrs	_____	_____
20	roll	Tape	transparent, 48mm x 66mtrs	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2024-07-562A&B Date: 5/7/2024

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	unit	Tape Dispenser	table top, linch generic size	_____	_____
10	roll	Tape	masking, 24mm x 66mtrs	_____	_____
10	roll	Tape	masking, 48mm x 66mtrs	_____	_____
10	roll	Tape	packaging, 48mm x 66mtrs	_____	_____
30	pack	Photopaper	double sided, glossy, 100gsm	_____	_____
10	box	Paper clip	vinyl/plastic coated, jumbo 33mm	_____	_____
15	box	Paper clip	vinyl/plastic coated, jumbo 50mm	_____	_____
10	pcs	Tape	double sided, 0.5inch x 66 mtrs	_____	_____
10	pcs	Tape	double sided , 24mm x 66mtrs	_____	_____

Approved Budget: P 54,110.70

PR #: 2024-07-562A&B Date: 5/7/2024

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