



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

August 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
2	ream	PVC	Binding cover, A4, 300 micron clear	_____	_____
50	pack	Photopaper	Glossy, 210gsm, A4 (20sheets)	_____	_____
30	pack	Vellum Paper	white, 220gsm (10 sheets)	_____	_____
100	pc	Certificate holder	A4, Color Blue	_____	_____
20	btl	Printer Ink	for Epson L3250, 003, Black	_____	_____
40	ream	Paper	multi-purpose, 70gsm (min), Legal	_____	_____
60	ream	Paper	multi-purpose, A4	_____	_____
2	can	Air Freshener	Aerosol type (300ml)	_____	_____
2	pack	Battery	dry cell, size AA (2pcs)	_____	_____
1	pack	Battery	dry cell, size AAA (4pcs)	_____	_____
10	box	Paper clip	vinyl/plastic coated , 33mm	_____	_____
5	box	Clip	backfold, 50mm	_____	_____
15	box	Clip	backfold, 32mm	_____	_____
15	box	Clip	backfold, 25mm	_____	_____
10	box	Clip	backfold, 19mm	_____	_____
1	pc	Dater stamp	(12 years duration from 2024-2035)	_____	_____
5	can	Furniture polish	aerosol type, 330ml	_____	_____
1	pack	Envelope	expanding, color yellow (25pcs)	_____	_____
5	jar	Glue	all purpose (130g)	_____	_____

Approved Budget: Please see page 2 for ABC

PR #: 2024-08-655 Date: 7/31/24

Requesting Unit/Office : RESEARCH

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
5	box	Index tab	self-adhesive transparent (5 sheets)	_____	_____
2	pack	Folder	with tab, kraft file, Legal (100pcs)	_____	_____
10	pcs	Marker	permanent, black	_____	_____
10	pcs	Marker	permanent, blue	_____	_____
10	pcs	Marker	whiteboard, black	_____	_____
15	pads	Notepad	Sticky on, 50mm x 70mm (2" x 3") min	_____	_____
5	pair	Scissors	symmetrical/asymmetrical (200mm, 8)	_____	_____
4	box	Staple wire	standard, No.35 (5000 staples)	_____	_____
10	roll	Tape	transparent, 24mm x 50m	_____	_____
15	roll	Tape	transparent, 48mm x 50m	_____	_____
10	roll	Tape	masking, 24mm x 30m	_____	_____
10	roll	Tape	masking, 48mm x 50m	_____	_____
2	pcs	Extension wire	universal outlet, 10m min, 5 outlet	_____	_____
2	ream	PVC	binding cover, Legal, 300 mmicron clear	_____	_____
3	pcs	Glue gun	220V, 50Hz, 60W, 16.1g	_____	_____
10	pack	Glue Stick	11mm (20pcs)	_____	_____
50	pcs	Folder	Expanded, Long, Yellow	_____	_____

Approved Budget: P 75,979.00

PR #: 2024-08-655

Date: 7/31/24

Requesting Unit/Office : RESEARCH

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