



Document Code No.			
FM-DOrSU-PROC-09			
Issue Status	Rev No.	Effective Date	Page No.
1	0	07.22.2022	1 of 4

REQUEST FOR QUOTATION (SHOPPING B)

August 13, 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 LOT PROCUREMENT OF OFFICE SUPPLIES					
3	bundle	Spring	for ring binder, size: 1 inch	_____	_____
3	bundle	Spring	for ring binder, size: 2 inches	_____	_____
7	box	Binder Clip	size: ¾" or 19mm; Packaging: 1 dozen per box	_____	_____
10	box	Binder Clip	size: 1" or 25mm; packaging: 1 dozen per box	_____	_____
13	box	Binder Clip	size: 1 ¼" or 32mm; packaging: 1 dozen per box	_____	_____
20	box	Binder Clip	size: 2" or 50mm; packaging: 1 dozen per box	_____	_____
50	pcs	Correction tape	roller tape, film based, 5mm x 6 meters minimum usable length	_____	_____
1	box	Envelope	expanding, kraft, with garter; color Brown; size: Legal (10" x 15") Packaging: 100pcs per box	_____	_____
10	box	Pencil	with lead eraser; Length: 19.2cm; Packaging: 12 pcs per box	_____	_____
20	box	Paper clip	vinylplastic coated, 33mm, 50gms per box	_____	_____
20	box	Paper clip	vinylplastic coated, 50mm, 120gms per box	_____	_____
50	ream	Paper	multi-purpose, A4, 500 sheets	_____	_____
50	ream	Paper	multi-purpose, Legal, 500 sheets	_____	_____
15	pcs	Record Book	500 pages; size: 8.5" x 11"	_____	_____
10	pair	Scissor	heavy duty, multipurpose, 8.5inch	_____	_____
25	pcs	Pen	extra fine tip, black	_____	_____
25	pcs	Pen	extra fine tip, blue	_____	_____

Approved Budget: Please see page 3 for ABC

PR #: 2024-08-713A&B Date: _____

Requesting Unit/Office : FHUSOCOM

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
25	pcs	Pen	Extra fine tip, red	_____	_____
20	box	Staple wire	standard staples, sharp point	_____	_____
5	unit	Stapler	binder type, heavy duty	_____	_____
1	pcs	Pencil Sharpener	manual table type, heavy duty	_____	_____
20	roll	Tape	Transparent, 24mm	_____	_____
10	roll	Tape	Transparent, 48mm	_____	_____
1	box	Folder	pressboard, legal size	_____	_____
50	pcs	Marker	for whiteboard marker, black	_____	_____
10	roll	Tape	masking, 24mm	_____	_____
10	roll	Tape	masking, 48mm	_____	_____
20	pcs	Eraser	for Whiteboard	_____	_____
5	roll	Tape	double-sided sticky tape, 24mm	_____	_____
10	set	Marker	Flourescent highlighter, 3 color per set	_____	_____
12	box	Paper Fastener	plastic	_____	_____
50	pack	Sticker paper	A4	_____	_____
2	btl	Ink	for permanent marker refill ink, black	_____	_____
3	btl	Glue	all-purpose, liquid, 125g	_____	_____
4	pcs	Tray	metal tray desk	_____	_____
50	pcs	Filer box		_____	_____

Approved Budget: Please see page 3 for ABC

PR #: 2024-08-713A&B Date: _____ Requesting Unit/Office : FHUSOCOM

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	pc	Paper cutter	metal base, A4 size	_____	_____
1	roll	Laminating film	A4 size	_____	_____
50	pcs	Art board	cartolina, white	_____	_____
50	pcs	Art board	cartolina, black	_____	_____
50	pcs	Art board	cartolina, red	_____	_____
50	pcs	Art board	cartolina, yellow	_____	_____
50	pcs	Art board	cartolina, powder blue	_____	_____
1	pc	Laminator	Laminating machine, A4 size	_____	_____
50	pcs	Folder	color brown with white tabbing, A4 size	_____	_____
50	pcs	Folder	color brown with white tabbing, Legal size	_____	_____
5	box	Thumbtacks pins		_____	_____
10	box	Push pin		_____	_____
20	pack	Photopaper	glossy, A4 size, 20pcs per pack	_____	_____
1	pc	Ring Binder Machine	A4; Punch size: 3x8mm; Margin adjustable: 3-6mm; Punching capacity: 12-15 sheets	_____	_____
10	btl	Printer ink	compatible for Epson (L360 & L5190 model) Cyan	_____	_____
10	btl	Printer ink	compatible for Epson (L360 & L5190 model) Black	_____	_____
10	btl	Printer ink	compatible for Epson (L360 & L5190 model) Magenta	_____	_____
10	btl	Printer ink	compatible for Epson (L360 & L5190 model) Yellow	_____	_____

Approved Budget: P 119,285.98

PR #: 2024-08-713A&B

Date: _____

Requesting Unit/Office : _____

FHUSOCOM

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