



| Document Code No. | | | |
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REQUEST FOR QUOTATION (SHOPPING B)

August 21, 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 |
|-----|------|---------------------|---|------------|------------|
| 5 | pcs | Filer/Data File box | <ul style="list-style-type: none"> •Ideal for display and storage of magazines, arch files and documents •Color: Black or Blue •Stand File Box | _____ | _____ |
| 1 | set | File Document Tray | <ul style="list-style-type: none"> •Document Basket Tray •3 tier layers •Detachable letter tray pieces for convenience •Material: Mesh Metal | _____ | _____ |
| 4 | pack | PVC Binding Cover | <ul style="list-style-type: none"> •Color: Black •Color: Clear •Size: A4 •100 pieces per pack | _____ | _____ |
| 2 | pack | PVC Binding Cover | <ul style="list-style-type: none"> •Color: Clear •Size: Long •100 pieces per pack | _____ | _____ |
| 2 | pack | PVC Binding Cover | <ul style="list-style-type: none"> •Color: Clear •Size: Short •100 pieces per pack | _____ | _____ |
| 2 | unit | Stapler | <ul style="list-style-type: none"> •Size: 109 mm x 29 mm x 58 mm (LWH) •Staplers: No.10.1M •Staples: No.10-1M •Throat Depth: 53 mm •Load Capacity: 150 Staples •Stapling Capacity: 20 sheets of 70 g/m2 paper Color: Any color | _____ | _____ |

Approved Budget: Please see page 8 for ABC

PR#:2024-08-745A,B,C,D,E,F,G,H,I,J&K ate: _____

Requesting Unit/Office : EMBC Project

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

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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.

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|-----|------|----------------|--|------------|------------|
| 2 | box | Staple Wire | No. 10-1m. | _____ | _____ |
| 1 | unit | Puncher | •Longer Lasting •Handle Lock •Adjustable Paper Gauge •Easy waste disposal •30 Sheets 80gsm paper punching capacity | _____ | _____ |
| 3 | box | Fastener paper | •Metal Paper Fasteners •50 cm capacity •Packaging size: 50 pcs per box | _____ | _____ |
| 3 | box | Paper Clips | •70 mm center •A desk accessory must-have to keep your documents securely in place. •Attr: Vinyl-coated Paper Clips •Size: 33 mm •Color: Assorted colors •Packaging Size: 100 pcs per box | _____ | _____ |
| 2 | box | Binder Clips | •Size: 25 mm | _____ | _____ |
| 2 | box | Binder Clips | •Packaging Size: 12 pcs per box •Size: 41 mm | _____ | _____ |
| 2 | box | Binder Clips | •Packaging Size: 12 pcs per box •Size: 32 mm | _____ | _____ |
| 1 | box | Binder Clip | •Packaging Size: 12 pcs per box •Size: 51 mm | _____ | _____ |

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|-----|------|--------------------|--|------------|------------|
| 1 | pack | Highlighter | <ul style="list-style-type: none"> •9 fluorescent colors •Durable chisel tip with 3 different line widths 1, 2 and 5 mm •Ideal for all standard paper | _____ | _____ |
| 1 | box | Marker board | <ul style="list-style-type: none"> •Color Variants: Black •Point Type: Broad •12 pieces per box | _____ | _____ |
| 2 | box | Sign pen | <ul style="list-style-type: none"> •Smooth Writing/Durable •1 box of black •1 box of blue •Box of 12 pieces | _____ | _____ |
| 3 | box | Gel Pen | <ul style="list-style-type: none"> •0.5 mm •Pen Thickness: 5 mm •100 pieces per box Color: 1 box of Blue, 1 box of Black, and 1 box of Red | _____ | _____ |
| 1 | pcs | Multi-Purpose Glue | <ul style="list-style-type: none"> •White Glue •240 grams •Safe non - toxic •Dries Clear •Adjustable Before Setting | _____ | _____ |
| 5 | pcs | Scissor | <ul style="list-style-type: none"> •Bonds Strong •Reversed blades so you can see what you are cutting •With 3D handles mold around your fingers for optimal comfort •Scissor Size: 5 inches •Color: Assorted colors | _____ | _____ |

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|-----|--------|-------------------|--|------------|------------|
| 1 | roll | Scotch tape | •Color: Clear Packaging Size: 1" x 100 yards | _____ | _____ |
| 2 | roll | Packing Tape | •2" x 300 m | _____ | _____ |
| 1 | roll | Masking Tape | •Color: Cream/Beige •Packaging Size: 1.5" x 300 | _____ | _____ |
| 2 | roll | Double Sided Tape | •Double Sided Office Tape is coated with permanent adhesive on both sides •A no-mess alternative to glue for light duty attaching and mounting tasks •Strong and sticky double-sided tape that's easy to tear. •Size: 18 mm x 10 m •Color: White •Packaging size: 6 roll per pack | _____ | _____ |
| 8 | pieces | Record Book | •500 pages •Size: 135 x210 mm •Blue | _____ | _____ |
| 3 | box | Magic Pencil | •Magic Pencil with Eraser Head •Smooth Writing •Color: Assorted Color and Design •50 pcs per box | _____ | _____ |
| 5 | pack | Sticker Paper | •Paper Finish: Glossy •135 Gsm •A4 •100 sheets | _____ | _____ |

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|-----|------|----------------------|--|------------|------------|
| 5 | pack | Sticker Paper | <ul style="list-style-type: none"> •Paper Finish: Matte •135 Gsm •A4 •100 sheets | _____ | _____ |
| 2 | pack | Sticky Notes | <ul style="list-style-type: none"> •Assorted Colors •Size: 76 mm x 76 mm •500 pages | _____ | _____ |
| 3 | pack | Sticky Notes | <ul style="list-style-type: none"> •Assorted Colors •Size: 44 mm x 12 mm •500 pages | _____ | _____ |
| 1 | box | Self- Seal Envelopes | <ul style="list-style-type: none"> •Color: White •Closure Type: Self seal •Special feature: Self-Adhesive •Size: no.7 (3.7/8 x 7-1/2) •12 per box | _____ | _____ |
| 1 | pack | White mail envelope | <ul style="list-style-type: none"> •Color: White •Material Type: Paper •500 sheets | _____ | _____ |
| 5 | pack | Envelope | <ul style="list-style-type: none"> •Expandable •With Elastic band for ease of handling. •Size: Legal •Color: Brown •10 pcs per pack | _____ | _____ |

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|-----|------|--------------|--|------------|------------|
| 5 | pack | Envelope | <ul style="list-style-type: none"> •Type: Paper •Expandable •File Folders •Material: Cardboard •Size: Long •Color: Green | _____ | _____ |
| 4 | pack | Folder | <ul style="list-style-type: none"> •Type: Paper •Expandable •File Folders •Material: Cardboard •Size: Long •10 pcs per pack | _____ | _____ |
| 2 | pack | Manila Paper | <ul style="list-style-type: none"> •Color: Yellow •Size: 36 x 48 inches •50 pcs per pack | _____ | _____ |
| 8 | pack | Photopaper | <ul style="list-style-type: none"> •Color: White •Paper Finish: Glossy •Sheet Size: A4 •50 sheets per pack •Double Sided Photo Paper | _____ | _____ |
| 8 | pack | Photo Paper | <ul style="list-style-type: none"> •300 gsm •Color: White •Paper Finish: Matte •Sheet Size: A4 •50 sheets per pack •Double Sided Photo Paper •300 gsm | _____ | _____ |

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|-----|------|------------|--|------------|------------|
| 15 | box | Bond paper | •Long •70 gsm 500 sheets per ream | _____ | _____ |
| 18 | box | Bond paper | •A4 •70 gsm •500 sheets per ream | _____ | _____ |
| 2 | box | Bond paper | •Short •70 gsm •500 sheets per ream | _____ | _____ |
| 1 | pack | Envelope | •Made of Pulp Paper with A Special Golden Kraft Color. Approx. 140Gsm, •It Can Hold Up To 100 Sheets of Paper •Long (1pack) •Brown | _____ | _____ |
| 1 | pack | Envelope | •Made of Pulp Paper with A Special Golden Kraft Color. Approx. 140Gsm, •It Can Hold Up To 100 Sheets of Paper •A4 (1 pack) | _____ | _____ |
| 1 | pack | Envelope | •Made of Pulp Paper with A Special Golden Kraft Color. Approx. 140Gsm, •It Can Hold Up To 100 Sheets of Paper •Short (1pack) | _____ | _____ |
| 2 | pack | Folder | •Folder Made of Thick Uncoated Brown Board Paper •Long •25 pcs per pack •Brown | _____ | _____ |

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|-----|------|-----------------|---|------------|------------|
| 2 | pack | Folder | <ul style="list-style-type: none"> •Folder Made of Thick Uncoated Brown Board Paper •Short •25 pcs per pack | _____ | _____ |
| 22 | pack | Vellum Board | <ul style="list-style-type: none"> •Brown •220 gsm •Matte Paper •A4 •100 sheets per pack | _____ | _____ |
| 10 | pack | Vellum Board | <ul style="list-style-type: none"> •Color: White •220 gsm •Matte Paper •Long •100 sheets per pack | _____ | _____ |
| 8 | pack | Vellum Board | <ul style="list-style-type: none"> •Color: White •220 gsm •Matte Paper •Short •100 sheets per pack | _____ | _____ |
| 1 | ream | Parchment paper | <ul style="list-style-type: none"> •Color: White •80 gsm •Size:A4 •500 sheets per pack | _____ | _____ |
| 1 | unit | Metal Rack | <ul style="list-style-type: none"> •Plain White •5 layers •Material: Metal •Color: Black or Whiite •Dimension: L36" x W19.5" x H78.75" | _____ | _____ |

Approved Budget: P 95,258.00

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