



Document Code No.			
FM-DOrSU-PROC-09			
Issue Status	Rev No.	Effective Date	Page No.
1	0	07.22.2022	1 of 3

REQUEST FOR QUOTATION (SHOPPING B)

August 22, 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
3	pack	Battery	AAA Classification: Alkaline Nominal voltage: 1.5 volts Typical weight: 11.5 grams (0.4 oz.) Shelf Life: 10 years at 21°C Packaging size: 4 batteries per pack		
4	pack	Battery	AA Classification: Alkaline Nominal voltage: 1.5 volts Typical Weight: 23.0 grams (0.8 oz.) Shelf life: 10 years at 21°C Packaging Size: 4 batteries per pack		
7	box	Binder Clip	Size: ¾" or 19 mm Packaging: 1 dozen per box		
10	box	Binder Clip	Size: 1" or 25 mm Packaging: 1 dozen per box		
13	box	Binder Clip	Size: 1 ¼" or 32 mm Packaging: 1 dozen per box		
13	box	Binder Clip	Size: 2" or 50 mm Packaging: 1 dozen per box		
73	pcs	Correction tape	Roller tape, film based, 5mm x 6 meters minimum usable length		
3	box	Envelope	Expanding, Kraft, with Garter Color: Brown; Size: Legal (10" x 15") Packaging: 100 pieces per box		
39	pad	Notepad	Stick-on, 4 colors, 50mm x 76mm		
40	pad	Notepad	Stick-on, 76mm x 76mm		
31	pad	Notepad	Stick-on, 76mm x 100mm		
6	box	Pencil	with lead eraser Length: 19.2 cm; Packaging: 12 pieces per box		
12	box	Paper clip	Vinyl/plastic coated, 33mm, 50gms per box		
15	box	Paper clip	Vinyl/plastic coated, 50mm, 120gms per box		

Approved Budget: Please see page 2 for ABC

PR #: 2024-08-751

Date: _____

Requesting Unit/Office : VP-Academic Affairs

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
199	ream	Paper	Multi-purpose, A4, 500 sheets	_____	_____
218	ream	Paper	Multi-purpose, Legal, 500 sheets	_____	_____
6	pcs	Record book	500 pages; size:8.5"x11"	_____	_____
2	pcs	Scissors	Symmetrical/asymmetrical, multipurpose	_____	_____
17	pcs	Pen	Extra fine tip, black	_____	_____
17	pcs	Pen	Extra fine tip, blue	_____	_____
13	box	Staple wire	Standard staples, sharp point	_____	_____
4	unit	Stapler	Binder type, heavy duty	_____	_____
6	roll	Tape	Transparent, 24mm	_____	_____
9	roll	Tape	Transparent, 48mm	_____	_____
9	roll	Tape	Masking, 24mm	_____	_____
9	roll	Tape	Masking, 48mm	_____	_____

Approved Budget: P 161,299.98

PR #: 2024-08-751

Date: _____

Requesting Unit/Office : VP-Academic Affairs

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