DAVAO ORIENTAL STATE UNIVERSITY

"A University of excellence, innovation, and inclusion"



Document Code No.					
FM-DOrSU-PROC-09					
ssue Status	Rev No.	Effective Date	Page No.		
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# **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:

Oty Unit	Item	Description/Performance of the Item (atleast,	Unit	Total	
Qiy	Qty Unit	Itelli	the minimum)	Price	Cost
3	pack	Battery	AAA   Classification: Alkaline   Nominal voltage: 1.5 volts   Typical weight: 11.5 grams (0.4 oz.)   Shelf Life: 10		
4	pack	Battery	years at 21°C   Packaging size: 4 batteries per pack 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: <sup>3</sup> / <sub>4</sub> " 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 <sup>1</sup> / <sub>4</sub> " 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

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)

2024-08-751

sgd <u>DR. CHERYLL L. BAUTISTA</u> 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.

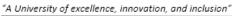
Canvassed/Distributed by:

Name of Establishment

Date:\_\_\_\_

PR #:

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Qty Unit	Item	Description/Performance of the Item (atleast,	Unit	Total		
Qıy	Qty Unit	Item	the minimum)	Price	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					

 Approved Budget:
 P 161,299.98

 751
 Date:

Requesting Unit/Office : VP-Academic Affairs

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