



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

September 3, 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
10	pack	Cartolina	assorted color; 10pcs per pack	_____	_____
35	pcs	Correction tape	roller tape, film based, usable length:6m min	_____	_____
6	box	Clip	backfold, 50mm; 12pcs per box	_____	_____
6	box	Clip	backfold, 32mm; 12pcs per box	_____	_____
8	pcs	Flash drive	64GB capacity	_____	_____
30	box	Fastener	assorted color, 70mm between prongs, 50 sets	_____	_____
20	can	Freshener	aerosol, 300ml	_____	_____
20	can	Furniture cleaner	aerosol type, 300ml min per can	_____	_____
12	can	Insecticide	aerosol type, 300ml min per can	_____	_____
5	pcs	Mouse	optical USB connection type; 1 unit individual box	_____	_____
10	pad	Notepad	stick-on, 3x3, 100 sheets per pad	_____	_____
5	pack	Pencil	sharpen to a fine, exact point soft, non-smudge eraser #2	_____	_____
5	pcs	Calculator	big display 12-digit Electronic, Dimensions: 6" x 8"	_____	_____
10	btl	Printer ink	for Epson L360 refill / Black; genuine	_____	_____
3	btl	Printer ink	for Epson L360 refill / Cyan; genuine	_____	_____
3	btl	Printer ink	for Epson L360 refill / Magenta; genuine	_____	_____
3	btl	Printer ink	for Epson L360 refill / Yellow; genuine	_____	_____
2	pcs	Specialty board	long size (color white)	_____	_____
12	pcs	Glue	all purpose; 40 gms	_____	_____

Approved Budget: Please see page 3 for ABC

PR #: 2024-09-790

Date: 9/8/2024

Requesting Unit/Office : HRDS

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	ream	Paper	multicopy, 80gsm, size:216mm x 330mm Legal	_____	_____
25	ream	Paper	multicopy, 80gsm, size:210mm x 297mm A4	_____	_____
10	boxes	Staple wire	standard #35 5000s/box	_____	_____
10	boxes	Staple wire	standard #10 5000s/box	_____	_____
3	pack	Battery	alkaline rated voltage: 1.5V 4pcs per pack AA	_____	_____
10	can	Air Freshener	aerosol type; 600ml	_____	_____
1	box	Carbon film	legal; 100pcs/box	_____	_____
2	pcs	Cutter	utility knife; No 332; 6"	_____	_____
50	pcs	Data folder	expanded folder; brown; with elastic band	_____	_____
5	pcs	Date stamper	5mm reliable traditional rubber stamp; 10 yrs date until 2030	_____	_____
2	pcs	Electric fan	stand type; 3 geras, size:16" rated frequency:	_____	_____
2	pcs	Hard drive	External Hard Drive; 500GB	_____	_____
3	boxes	Folder	brown; long; with tab; thick; white inside; 100pcs per box	_____	_____
3	boxes	Folder	brown; short; with tab; thick; white inside; 100pcs per box	_____	_____
24	pcs	Record book	300 pages, 251mm x 275mm, 55gsm., smythe sewn	_____	_____
12	pcs	Marker	permanent, black	_____	_____
12	pcs	Marker	whiteboard, black	_____	_____

Approved Budget: Please see page 3 for ABC

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
25	boxes	Paper Clip	big; approx 50gms	_____	_____
20	boxes	Paper Clip	small; approx 50gms	_____	_____
3	boxes	Rubber band	no. 18; 445 gms	_____	_____
5	roll	Tape	masking; 48mm; 50m/roll	_____	_____
10	roll	Tape	transparent;48mm; 50m/roll	_____	_____
10	roll	Tape	transparent;24mm; 50m/roll	_____	_____
6	roll	Tape	double sided; 1" size; foam type, 10m per roll	_____	_____
2	roll	Tape	duct, 48mm; 50m/roll	_____	_____
10	boxes	Push pin	30pcs/box	_____	_____
16	packs	Photopaper	180gsm; glossy; Legal; 10 sheets	_____	_____
45	roll	Document Keeper	archfile; color blue; side-fold with clip; portrait; legal	_____	_____

Approved Budget: P 95,400.00

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