



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)

September 30, 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
8	pc	Cleaner	for comfort room, toilet bowl and urinal, Lemon/Citrus Scent, 900ml	_____	_____
4	pc	Hand soap	225ml, liquid, lemon fresh scent	_____	_____
20	pack	Stamping paper	A4 Hot Stamping Paper for Certificates (10 sheets per pack)	_____	_____
6	box	Staple wire	leg length 6mm (1/4"), 5000 staples / 100 sticks per box, No. 35	_____	_____
8	box	Clip back fold	19mm, 12pcs per box	_____	_____
10	box	Clip back fold	25mm, 12pcs per box	_____	_____
12	box	Clip back fold	32mm, 12pcs per box	_____	_____
12	box	Clip back fold	50mm, 12pcs per box	_____	_____
10	pc	Correction tape	width 5mm, 8m usable length, 1pc in individual pack	_____	_____
5	pc	Cutter/Utility Knife	16cm	_____	_____
20	pc	File Organizer	expanding , legal	_____	_____
10	pc	Magazine File box	for A4 documents filing, green, plastic	_____	_____
8	box	Paper Clip	33mm, 100pcs per box or 52 grams (min) (net of box), vinyl/plastic coated	_____	_____
3	pc	Stapler	w/ staple remover, use no. 35 staples	_____	_____
5	pc	Staple remover	plier type	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2024-09-866A&B Date: _____

Requesting Unit/Office : QAO

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

