



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

November 11, 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
Office Supplies and Other Supplies					
117	ream	Paper	Multi-purpose,70gsm,Size: 210mmx297mm (A4),75/program,100 office	_____	_____
20	ream	Bond Paper	multi-purpose (short), 220gsm	_____	_____
48	ream	Bond Paper	Multi-purpose,70gsm,Size: 216mmx330mm (Legal)	_____	_____
22	pcs	Correction Tape	Gear type, L:5mm	_____	_____
4	box	Ballpen	Blue,45pcs/box	_____	_____
10	pack	Push pins	flat head, 100pcs/pack	_____	_____
12	pads	Pins	60pins/pad	_____	_____
50	pcs	Notebook	80leaves, regular, 24cm*18cm	_____	_____
5	box	Ballpen	black, 80pcs	_____	_____
5	pcs	Pentel pen	Black, 6pcs/box, permanent	_____	_____
15	btl	Alcohol	Ethyl, 68%-70%, scented, 1000ml	_____	_____
6	btl	Printer Ink	for Epson 664, Black, Genuine	_____	_____
25	pcs	Filer	box, (long), Made of Chipboard	_____	_____
3	pcs	Calculator	Heavy Duty – Big, 13cm*13cm, Large Screen Solar Calculator, 10 digits, Automatic Display	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2024-11-1010A&B Date: 10/14/24

Requesting Unit/Office : _____ SIC _____

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:

Date: _____

Name of Establishment

Authorized Signature



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
RIE - Shine Wason (Educational Materials and Supply)					
1	pc	Whiteboard	Portable, size: 120x 90 cm	_____	_____
1	box	Chalk	Dustless, 140pcs/box	_____	_____
1	box	Yellow Paper	80leaves, 6pads/box	_____	_____
1	box	Eraser	12pcs/box, 4cmx3cmx14cm	_____	_____
5	pc	Medal	Gold, Ordinary	_____	_____
1	pack	Hairnet	Nylon, Elastic lines, 12/pack	_____	_____
1	pack	Plastic Gloves	Disposable Plastic Gloves 100pcs/ Pack - XL	_____	_____
20	pc	Stick Glue	Hot Melt Adhesive , Big	_____	_____
4	pc	Glue	40g Multi-purpose Glue	_____	_____
1	box	Pentelpen	Permanent, 12pcs/box	_____	_____
1	box	Ballpen	100pcs Ballpen/box, Neutral Pen Black	_____	_____
3	doz	Manila Paper	Folded 90cmx120cm 20sheets/dozen, For Practice Paper School Supplies	_____	_____
20	set	Crayons	16 colors Krayola	_____	_____
8	pack	Pencil with Eraser	10PCS/Pack, Yellow Pencil With Eraser Black	_____	_____
20	pc	Pencil Sharpener	Stuent Pencils Drawing School Supplies Stationery	_____	_____
20	pads	Pad Paper	Single Writing, Grade 1, 210X143mm, 80 leaves	_____	_____

Approved Budget: P 58,510.00

PR #: 2024-11-1010A&B Date: 10/14/24

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