



Document Code No.			
FM-DORsu-PROC-09			
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REQUEST FOR QUOTATION (SHOPPING B)

January 27, 2025

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
34	roll	Scotch tape	clear, 24mm x 30m	_____	_____
5	roll	Packaging tape	transparent 48mm x 50m	_____	_____
10	box	Fastener	metal, 50 sets per box	_____	_____
10	box	Staple wire	standard, no.35, 210 per strip, 5000pcs	_____	_____
2	box	Ballpen	gel ink, black, 12pcs per box, 0.5mm	_____	_____
2	box	Ballpen	gel ink, blue, 12pcs per box, 0.5mm	_____	_____
5	roll	Double sided tape	12mm x 10m	_____	_____
1	box	Binder clips	32mm, 12pcs per box	_____	_____
1	box	Binder clips	51mm, 12pcs per box	_____	_____
50	pc	Correction tape	5mm x 12m, 1pc in individual plastic	_____	_____
10	pc	Plastic Crates	heavy duty, 52.5cm x 37cm x 32.5cm	_____	_____
60	pc	Folder	pressboard expandable (Long) Green: 0.2 x 24 x 31cm	_____	_____
90	ream	Bond Paper	multicopy, A4, 80gsm	_____	_____
70	ream	Bond Paper	multicopy, Long, 80gsm	_____	_____
8	ream	Paper	blue, multi colored bond paper, letter, 56gsm	_____	_____
15	ream	Paper	yellow, multi colored bond paper, letter, 56gsm	_____	_____
12	ream	Paper	Pink, multi colored bond paper, letter, 56gsm	_____	_____
4	pc	Printer ink refill	for Brother DCP-T720DW printer 108ml, genuine, Color Black	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2025-01-0019A&B Date: _____

Requesting Unit/Office : ACCOUNTING

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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REQUEST FOR QUOTATION (SHOPPING B)

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	pc	Printer ink refill	for Brother DCP-T720DW printer 48.8ml, genuine, Color Magenta	_____	_____
2	pc	Printer ink refill	for Brother DCP-T720DW printer 48.8ml, genuine, Color Cyan	_____	_____
2	pc	Printer ink refill	for Brother DCP-T720DW printer 48.8ml, genuine, Color Yellow	_____	_____
25	pc	Printer ink refill	for Epson Eco tank series printer 70ml, Compatible ink, Product type: Generic Ink Bottles, 100% compatible with original ink's cartridges, color type: Black	_____	_____
15	pc	Printer ink refill	for Epson Eco tank series printer 70ml, Compatible ink, Product type: Generic Ink Bottles, 100% compatible with original ink's cartridges, color type: Magenta	_____	_____
15	pc	Printer ink refill	for Epson Eco tank series printer 70ml, Compatible ink, Product type: Generic Ink Bottles, 100% compatible with original ink's cartridges, color type: Cyan	_____	_____
15	pc	Printer ink refill	for Epson Eco tank series printer 70ml, Compatible ink, Product type: Generic Ink Bottles, 100% compatible with original ink's cartridges, color type: Yellow	_____	_____
2	gallon	Alcohol	Isopropyl 68%-72%	_____	_____
5	can	Disinfectant Spray	Aerosol Type 400g	_____	_____
5	can	Insecticide	aerosol type, multi insect killer odorless 500ml	_____	_____
5	can	Furniture Cleaner	Polish, aerosol type 330ml	_____	_____

Approved Budget: P 86,500.00

PR #: 2025-01-0019A&B Date: _____

Requesting Unit/Office : ACCOUNTING

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