



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

1/28/2025

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
2	roll	Twine	Plastic twine, good quality	_____	_____
40	pcs	Mini wet wipes	multipurpose, travel size, 5 in 1 per pc (<i>Please see attached photo</i>)	_____	_____
40	pcs	Sleep masks	cartoons design, cooling eye mask, sleep eye mask (<i>Please see attached photo</i>)	_____	_____
30	pcs	Umbrella	manual open, high quality (<i>Please see attached photo</i>)	_____	_____
20	pcs	Mousepad	Aesthetic Design High Quality Non-slip 18cm x 22cm 5mm Desk Accessory (<i>Please see attached photo</i>)	_____	_____
20	pcs	Picture Frames	size: for A4 size document; high quality	_____	_____
5	pcs	Canvas Pouch	Travel pouch, high quality	_____	_____
5	pcs	Storage box	Capacity: 155L; Color white; with lid; lock lid; high-quality materials; with wheels	_____	_____
2	pack	Batteries	AA; 4 pcs per pack; alkaline; durable	_____	_____
5	pack	Batteries	AAA; 4pcs per pack; dry cell	_____	_____
15	pcs	Correction tape	large capacity, 30 meters	_____	_____
20	pcs	Folder	pressboard, with plastic tab; for legal size document; color green	_____	_____
20	pcs	Glue	all purpose; liquid; 125g	_____	_____
5	pcs	Marker pen	permanent, bullet type, color black	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2025-01-0025

Date: 1/15/2025

Requesting Unit/Office : OSCD

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
5	pcs	Marker pen	permanent, bullet type, color blue	_____	_____
5	pcs	Marker pen	permanent, bullet type, color red	_____	_____
5	set	Marker	Flourescent, assorted colors, 3color/set	_____	_____
5	pcs	Marking pen	permanent; broad tip; non-toxic color black	_____	_____
5	pcs	Marking pen	permanent; broad tip; non-toxic color blue	_____	_____
5	pcs	Marking pen	permanent; broad tip; non-toxic color red	_____	_____
5	pcs	Marking pen	for whiteboard; color black	_____	_____
5	pcs	Marking pen	for whiteboard; color blue	_____	_____
5	pcs	Marking pen	for whiteboard; color red	_____	_____
20	pad	Notepad	stickon; 3inx3in, 200sheets/pad; light colors	_____	_____
5	box	Paper clip	gem type; 33mm, vinyl coated, 100's/box	_____	_____
10	box	Paper clip	gem type; 50mm, vinyl coated, 100's/box	_____	_____
1	pc	Puncher	heavy duty , size big	_____	_____
3	box	Push pins	hammer head type, assorted colors	_____	_____
5	pack	Laminating film	5R; 220x310mm, 100 sheets/pack	_____	_____
5	bot	Air Freshener	280ml/can; Floral scent	_____	_____
5	pack	Cartolina paper	assorted colors; Lemon Yellow, Pink, Royal Blue, Baby Blue, Orange, Red, Black, White, Violet, Pink; high quality; 10pcs per pack	_____	_____
20	pcs	Eraser	plastic for all blacklead pencil; rubber; dust-free; clean & soft	_____	_____
5	can	Furniture cleaner	aerosol type; multipurpose; 300ml/can	_____	_____

Approved Budget: P 53,660.00

PR #: 2025-01-0025A,B,C&D Date: 1/15/2025

Requesting Unit/Office : OSCD

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