



Document Code No.			
<b>FM-DOrSU-PROC-09</b>			
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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
235	ream	Bond paper	A4, multicopy, 80gsm	_____	_____
200	ream	Bond paper	Long, Multicopy, 80gsm	_____	_____
10	pcs	Bookends	color black/gray, Metal, Size 135mm x 205mm	_____	_____
4	pcs	Ring Binder Machine	200 sheets binding capacity, long maximum size, manual, adjustable edge guild, maximum punching capacity paper: 15 sheets, maximum capacity plastic foils: 2 sheets; punching margin control:2mm-5mm; dimensions: 430 x 240 x 160mm	_____	_____
2	roll	Plastic Cover	Transparent Gauge #4 48x50m/roll Plastic sheet	_____	_____
1	pc	School Seal	DOrSU Dry Seal, 2 inches diameter (Please see attached sample)	_____	_____
490	pcs	Folder	expandable, Legal size, Green	_____	_____
50	packs	Photopaper	Legal size, 250gsm, glossy one sided, 20pcs/pack	_____	_____
50	packs	Photopaper	A4 size, 250gsm, glossy one sided, 20pcs/pack	_____	_____
50	packs	Sticker paper	Legal size, 90gsm, glossy, white, 20pcs/pack	_____	_____
50	packs	Sticker paper	A4 size, 90gsm, glossy, white, 20pcs/pack	_____	_____
100	pcs	Folder	Legal size, Brown	_____	_____
100	pcs	Folder	A4 size, Brown	_____	_____
50	pcs	Bookends	metal, Large, Color Black, Heavy duty, 215 x 19 x 158mm (set of 2)	_____	_____

Approved Budget: P 180,700.00

PR #: 2025-01-0047

Date: 1/16/2025

Requesting Unit/Office : \_\_\_\_\_

BC

**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