



| Document Code No. | | | |
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| FM-DOrSU-PROC-09 | | | |
| Issue Status | Rev No. | Effective Date | Page No. |
| 1 | 0 | 07.22.2022 | 1 of 2 |

REQUEST FOR QUOTATION (SHOPPING B)

January 31, 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 |
|-----|-------|---------------------|--|------------|------------|
| 1 | unit | Laminator Machine | Hot & Cold Laminating, support A3 size, speed of 200 mmmin, 2-roller system, 3-5 minutes warm-up, 200W | _____ | _____ |
| 1 | unit | Ring Binder Machine | Binding Capacity: 450 sheets, punching capacity:22 sheets, Manual Punching, Binding Speed: 300-500 sheets per hour, size A4 | _____ | _____ |
| 1 | pc | Glue gun | hot melt; 40W/7mm Glue stick; Mini; Heavy Duty | _____ | _____ |
| 3 | pc | Electric Fan | Stand Fan, 55W, multiple speed settings, adjustable height, low noise operation, wide oscillation | _____ | _____ |
| 1 | pc | White Screen | Size: Width:221cm, Height:124cm, durable tripod stand with adjustable height, lightweight, Manual pull-down, and portable, for projector | _____ | _____ |
| 5 | meter | Plastic Moulding | PVC, width 2.49cm, height 1.3cm | _____ | _____ |
| 61 | pcs | Mini-fan | 4000mAh Turbo Rechargeable Handheld Portable Strong Wind Electric Jet Hand (Please see sample attached photo) | _____ | _____ |

Approved Budget: P 76,264.00

PR #: 2025-01-0081

Date: 1/13/2025

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