



Document Code No.			
FM-DORsu-PROC-09			
Issue Status	Rev No.	Effective Date	Page No.
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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
10	pc	Logbooks	Record book; 200pages; size:7.1 x 11.75"	_____	_____
2	pack	Binding Cover	plastic, PVC Transparent, 200 microns; size:8.5 x 13"; 100 sheets/pack	_____	_____
20	pcs	Ring Binder	plastic, A4 size, color black, 16mm	_____	_____
20	pcs	Ring Binder	plastic, A4 size, color black, 20mm	_____	_____
20	pcs	Ring Binder	plastic, A4 size, color black, 25mm	_____	_____
200	pcs	Envelope	plastic, size: 8.5x13", transparent/clear, durable	_____	_____
8	pcs	Envelope Organizer	plastic, size: 8.5x13", with divider, expandable	_____	_____
10	box	Staple wire	stainless steel, 6mm, 5,000staples	_____	_____
6	pcs	Stapler	big, heavy duty, size standard for 6mm staple wire	_____	_____
5	pcs	Scissor	heavy duty, size 15cm (6")	_____	_____
30	pcs	Certificate Holder	A4 size	_____	_____
2	pcs	Calculator	multifunction, large screen solar	_____	_____
10	pcs	Tape	Masking, 1" usable length of 50m	_____	_____
10	pcs	Tape	transparent, 1" usable length of 50m	_____	_____
5	pcs	Tape	double-sided, 1" usable length of 50m	_____	_____
5	pack	Paper board	size: 8.5x13", 185gsm, pastelle yellow, 10's	_____	_____
14	pack	Paper board	size: 8.5x13", 185gsm, orange, 10's	_____	_____
5	pack	Paper board	size: 8.5x13", 185gsm, pastelle blue, 10's	_____	_____
5	pack	Paper board	size: 8.5x13", 185gsm, pastelle green, 10's	_____	_____
6	pack	Paper board	size: 8.5x13", 185gsm, red, 10's	_____	_____

Approved Budget: Please see page 3 for ABC

PR #:2024-01-0083A,B,C&D 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
1	box	Paper bond	hi-white, 8.5" x 11", 70gsm, 5 reams per box	_____	_____
5	box	Paper bond	hi-white, 8.5" x 13", 70gsm, 5 reams per box	_____	_____
5	ream	Paper colored	size: 8.5" x 13", 80gsm, green	_____	_____
10	pack	Photo paper	A4 size; high gloss; 20pcs/pack	_____	_____
7	pack	Paper Sticker	A4; Glossy/Matte; 30pcs/pack	_____	_____
6	pack	Vellum board	white, 180gsm, A4 10sheets per pack	_____	_____
25	pcs	Bag tag	silicone, characters luggage bag tag (Please see attached photo)	_____	_____
32	pcs	Planner	2025 Notebook, Size 21x14.5x2cm (Please see attached sample photo)	_____	_____
50	pcs	Enamel Pin	Mental Health Brain Thinking Inspirational (Please see attached sample photo)	_____	_____
30	pcs	Gift bag	A4 Kraft Paper with handle (Please see attached sample photo)	_____	_____
40	pcs	Mini Journal	A7 Leather Notebook Ultra-thick handbook (Please see attached sample photo)	_____	_____
40	pcs	Mini Dry Tissue	3ply, 8sheets, 6in1 per pc (Please see attached sample photo)	_____	_____
40	pcs	Mini Rubix cube	3x3, assorted color (Please see attached sample photo)	_____	_____

Approved Budget: Please see page 3 for ABC

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	pcs	Soft Broom	Bound with polyester stitching and 2-3 heavy duty galvanized wire brands, plus string	_____	_____
2	pcs	Stick Broom	with handle, high quality, atleast 2m long handle	_____	_____
2	pcs	Dustpan	plastic handle, 12 to 15 inches in size,Black	_____	_____
2	pcs	Floor Red paint	acrylic-based, quick-drying, 3 liters per pc	_____	_____
2	pcs	Feather duster	soft, size 30 inches, telescoping handle, made of plastic feathers nylon/microfiber	_____	_____
5	can	Disinfectant spray	aerosol type, 250ml per can, fragrance lavender	_____	_____
5	can	Multi-insect killer spray	for cockroaches, flies, and mosquitoes, 300ml per can, is non-toxic for indoor used	_____	_____

Approved Budget: P 77,791.00

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