



Document Code No.			
FM-DOrSU-PROC-09			
Issue Status	Rev No.	Effective Date	Page No.
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REQUEST FOR QUOTATION (SHOPPING B)

February 3, 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
100	pc	Correction tape	30M	_____	_____
48	pcs	Folder	pressboard, expanding, long, green	_____	_____
30	btl	Glue	washable, clear, 130g	_____	_____
30	pc	Highlighter	Flourescent	_____	_____
5	pack	Index tab	color clear, 5 sets of Alphabet per pack	_____	_____
16	pad	Notepad	stick-on, 2" x 3"	_____	_____
15	pad	Notepad	stick-on, 3" x 3"	_____	_____
100	ream	Paper	multi-purpose, 70gsm, short, 500s	_____	_____
10	pack	Photopaper	glossy, A4 100s	_____	_____
30	pc	Binder	plastic ring binder, 1.2 meters UNCUT, black, 2"	_____	_____
20	pc	Binder	plastic ring binder, 1.2 meters UNCUT, black, 1"	_____	_____
100	pc	PVC Cover	Clear, legal size	_____	_____
100	pc	PVC Cover	Clear, A4 size	_____	_____
15	pc	Scissor	heavy duty, 9"	_____	_____
10	box	Sign pen	0.7 '12s, 5 box Black, 5 box Blue	_____	_____
50	pc	Sign pen	water and fade proof, pigment ink 0.8mm	_____	_____
10	box	Staple wire	no. 35	_____	_____
5	pc	Stapler	with remover, heavy duty	_____	_____
20	pack	Sticker paper	white, legal, non-glossy, 100's	_____	_____

Approved Budget: Please see page 2 for ABC

PR #: 2025-02-0111 Date: 1/15/2025 Requesting Unit/Office : Registrar Office

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
20	roll	Tape	double sided 8m, white super strong, adhesive, 2"	_____	_____
10	pc	Tape	masking, 2", 50meters	_____	_____
10	pc	Tape	transparent, 2", 50 meters	_____	_____
15	pc	Dater	self-inking dater no. 4810 with ink	_____	_____
2	ream	Mailing Envelope	window, white, long 500's	_____	_____
5	pc	Basket	rattan, w/ handle, 40cm * 25cm * 15cm	_____	_____
5	pc	Storage box	transparent, 50x39x32cm	_____	_____
10	pc	Storage box	transparent, 41x31x17cm	_____	_____

Approved Budget: P 101,710.00

PR #: 2025-02-0111

Date: 1/15/2025

Requesting Unit/Office : Registrar Office

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