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REQUEST FOR QUOTATION (SHOPPING B)

February 6, 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
6	pcs	Metal Rack	5 layers, adjustable in 1.5" increments; L=120cm; W=45cm; H=180cm	_____	_____
20	bottles	Printer ink	for Epson L360 refill / Black; Genuine	_____	_____
5	bottles	Printer ink	for Epson L360 refill / Cyan; Genuine	_____	_____
5	bottles	Printer ink	for Epson L360 refill / Magenta; Genuine	_____	_____
5	bottles	Printer ink	for Epson L360 refill / Yellow; Genuine	_____	_____
10	ream	Paper	multicopy, 80gsm, Legal	_____	_____
40	ream	Paper	multicopy, 80gsm, A4	_____	_____
10	packs	Sticker paper	cut size; A4; 10 sheets	_____	_____
10	packs	Sticker paper	cut size; Legal; 10 sheets	_____	_____
20	packs	Photopaper	180gsm; A4; 10 sheets	_____	_____
10	packs	Laminating Film	125 micron; 12"; 100pcs/pack	_____	_____
45	pcs	Archfile	Lever; Color blue; side-fold; portrait; legal	_____	_____
50	pcs	Filer box	Magazine; Legal	_____	_____

Approved Budget: P 141,500.00

PR #: 2025-02-0128

Date: 1/24/2025

Requesting Unit/Office : HRDS

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