



Document Code No.			
<b>FM-DOrSU-PROC-09</b>			
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**REQUEST FOR QUOTATION (SHOPPING B)**

February 12, 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	ream	Book Paper	short, 80gsm	_____	_____
100	pcs	Envelope	Brown, Long	_____	_____
3	pcs	Stapler	standard type with remover no.35	_____	_____
10	roll	Tape	masking, 24mm x 50 meters each roll	_____	_____
2	box	Data File box	made of chipboard with close ends 15" x 12" x 10"	_____	_____
20	roll	Tape	masking, 28mm x 50 meters each roll	_____	_____
20	roll	Tape	transparent, 24mm x 50 meters	_____	_____
10	roll	Tape	transparent, 28mm x 50 meters	_____	_____
1	box	Envelope	expanding kraftboard, min. of 285gsm., for short size papers/documents, 100's/box	_____	_____
15	pcs	Correction tape	roller type, film based, usable length: 6m min	_____	_____
1	box	Envelope	Expanding kraftboard for legal size doc, 100's/box	_____	_____
50	pcs	Folder	Legal size, expanding	_____	_____
10	set	Printer ink	for Epson L210 and L360 (664) CMYK, Genuine	_____	_____
3	pair	Scissor	multi-purpose 8" standard	_____	_____
5	box	Fastener	metal 7cm, 50 sets per box	_____	_____
3	box	Paper Clip	vinyl plastic coated 33mm, 100pcs per box	_____	_____
3	box	Paper Clip	vinyl plastic coated 50mm	_____	_____
50	ream	Paper	multicopy, 80gsm, A4	_____	_____
50	ream	Paper	multicopy, 80gsm, Legal	_____	_____
6	pcs	Record Book	300 pages, 7" x 11"	_____	_____

Approved Budget: Please see page 5 for ABC

PR #: 2025-02-0170A,B,C,D,E,F&G Date: \_\_\_\_\_

Requesting Unit/Office : OSA

- 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

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Authorized Signature



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
30	pcs	Ballpen	Black and Blue, 15pcs each color	_____	_____
30	pcs	Sign pen	Black and Blue, 15pcs each color	_____	_____
5	can	Furniture Cleaner	aerosol type, 300ml min per can	_____	_____
10	box	Staple wire	Standard #15, 1000s/box	_____	_____
5	can	Air Freshener	250ml/can, Lemon Scent	_____	_____
10	can	Insecticide	aerosol type, 420ml per can	_____	_____
2	set	Keyboard and mouse	USB Connection type, Optical, 400dpi resolution, USB to PS/2 connector, plug & play	_____	_____
10	box	Staple wire	Standard #35 5000s/box	_____	_____
2	pcs	Electrical Extension Wire	10 meters heavy duty PDX 12 with 5 gang outlets	_____	_____
2	box	Push pins	assorted color, 50pcs per box	_____	_____
3	pcs	Facsimile	self-inking	_____	_____
100	pcs	Envelope	green for legal doc. Expanding	_____	_____
4	pcs	Rubber stamp	self-inking	_____	_____
5	pcs	Stamp ink pad	76mm x 158mm no.2	_____	_____
25	pcs	Battery	double A	_____	_____
50	pcs	Battery	triple A	_____	_____
10	pads	Sticky note	memo pad label sticker (7x9cm) 50 sheets	_____	_____
40	pack	Certificate Paper	Specialty, 160gsm, A4, 10pcs per pack	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
10	pcs	Marker	permanent, black, fine	_____	_____
10	pcs	Marker	for whiteboard, black, fine	_____	_____
10	box	Stapler wire	#10, 1000 staples	_____	_____
3	pcs	Folder	double clipboard with cover expanding file folder	_____	_____
			Legal size		
10	bottles	Hand Soap	anti-bacterial, 100ml	_____	_____
15	case	Ring binder	plastic, Black, 45mm, A4	_____	_____
20	case	Ring binder	plastic, Black, 38mm, A4	_____	_____
15	case	Ring binder	plastic, Black, 45mm, long	_____	_____
15	case	Ring binder	plastic, Black, 38mm, long	_____	_____
15	case	Ring binder	plastic, Black, 12mm, A4	_____	_____
3	ream	PVC Cover	for ringbind transparent, A4	_____	_____
1	ream	PVC Cover	for ringbind transparent, Legal	_____	_____
10	bottles	Alcohol	isoprophyl, 1 liter	_____	_____
20	pcs	Key Holder	plastic key tags assorted color	_____	_____
2	pcs	Broom Soft		_____	_____
2	pcs	Broom Stick	2 handle	_____	_____
2	pcs	Dust pan	plastic, durable	_____	_____
4	pcs	Feather duster		_____	_____
5	pcs	Disinfectant spray	aerosol type, 500ml	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
4	pcs	Computer Chair	Elegant Office Chair w/ high back Pneumatic height adjustment, Adjustable position for the headrest with 3d armrests, Fabric seat, Nylon Base w/ PU Swivel wheels, Adjustable lumbar support, Dimension 68 x 107-117 cm, Color Black / Gray	_____	_____
1	unit	Laminator	ID Card Laminator, fit for A3 size, (4) Four rollers, 330mm entrance, Digital Temperature Controller, Laminating Speed 600/min., Max. Laminating thickness: 1.2mm, Ready time: 3-6 minutes, Dimension: 10.5" L x 8" W x 4" H	_____	_____
10	pcs	Photo Frames	size: 4x6, 5x7 or 8x10	_____	_____
150	pcs	Folder	Expandable, Legal size	_____	_____
28	pcs	Tape	double sided 3x5mm	_____	_____
1	unit	Paper Shredder Machine	Heavy duty, Shredding Capacity: 12-14 sheets, Intake with 225mm (8.9 inch) , Cutting style: Strip cut, Security level: P-2, T-2, E-2, Container Volume 25L, Shredder material: paper, credit card, staples and paper clip, Machine dimension: 366 x 455 x 258mm	_____	_____

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	unit	Pencil Sharpener	automatic, electronic	_____	_____
4	pcs	Filler (Tabletop)	4 layers tray, Detachable letter tray pieces Material: metal	_____	_____
1	unit	Calculator	Desktop calculator 12 digits, extra large display, percentage calculation, Solar & Battery, Plastic Keys metal plate	_____	_____

Approved Budget: P 142, 569.00

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