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Issue Status	Rev No.	Effective Date	Page No.
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REQUEST FOR QUOTATION (SHOPPING B)

February 21, 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
24	pack	Vellum Paper	A4, 100 sheets	_____	_____
3	ream	Laminating Film	A4	_____	_____
1	box	Envelope	expanded, long, with garter, 50pcs	_____	_____
1	pc	Ring Binding Machine	adjustable paper size	_____	_____
1	pc	Laminator	Laminating machine, A4 size	_____	_____
20	pc	Puncher	double hole, steel, heavy duty	_____	_____
12	pc	Stapler	no. 35, with staple remover	_____	_____
3	pcs	Calculator	solar cell, 12 digits	_____	_____
500	ream	Bond paper	A4, substance 18	_____	_____
214	ream	Bond paper	Legal, substance 18	_____	_____
240	pc	Whiteboard marker	black, fine, refillable	_____	_____
15	pc	Data folder	Arch file, 3", 2 rings, PVC cover	_____	_____
15	pc	Data File box	file stand, cardboard, 15 x 9.5 x 4.5"	_____	_____
2	pc	Document Rack	File tray, 3 tier, metal	_____	_____

Approved Budget: P 257,324.99

PR #: 2025-02-0197 Date: 2/6/2025 Requesting Unit/Office : Cateel Campus

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