



Document Code No.			
<b>FM-DOrSU-PROC-09</b>			
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
			<b>1 LOT</b>		
28	btl	Toner	Black for Bizhub 283 copier	_____	_____
12	btl	Toner	Assorted color for Bizhub 227	_____	_____
20	roll	Stencil	Master for Riso SF 5130	_____	_____
30	btl	Ink	Black for Riso SF 5130	_____	_____
			<b>NOTE: for FREE USE MACHINE</b>		

Approved Budget: P 434,000.00

PR #: 2025-02-0206 Date: \_\_\_\_\_

Requesting Unit/Office : VP-Academic Affairs

**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