



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 26, 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
300	ream	Bond Paper	Long, 70gsm	_____	_____
350	ream	Bond Paper	A4, 70gsm	_____	_____
20	pc	Envelop	Brown, A4	_____	_____
25	pc	Envelop	Brown, Long	_____	_____
50	pc	Folder	Expandable, Long, Yellow	_____	_____
60	pc	Folder	Brown, Long	_____	_____
20	pc	Folder	Brown, A4	_____	_____
1	pc	Calculator	SciCal. 12 digits	_____	_____
5	box	Staple Wire	#10, 10 minibox of 1000staples per box	_____	_____
6	pack	Sticky Notes	0.6" x 2" 1.5x5.1cm, 5 colors x 100 sheets/pack	_____	_____
40	pack	Vellum	10 sheets/pack, Long	_____	_____
4	pack	Thumbtacks	Gold, 100pcs per pack	_____	_____
3	pack	Pushpins	assorted colors, 100pcs/pack	_____	_____
10	pc	Tape	double-sided, 24mm x 1 meter	_____	_____
10	pc	Certificate holder	clear transparency with a flap, A4	_____	_____
20	pc	Whiteboard	Black, 30ml	_____	_____
		Marker ink refill		_____	_____
1	pack	Plastic Ring Binder	Legal, Holds up to 110 sheets, 12pcs/pack	_____	_____
1	pack	Plastic Ring Binder	A4, Holds up to 110 sheets, 12pcs/pack	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2025-02-0226 Date: 2/11/2025 Requesting Unit/Office : _____ SIC _____

- Shopping B Documentary Requirements :**
1. Mavor'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



Document Code No.			
FM-DOrSU-PROC-09			
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REQUEST FOR QUOTATION (SHOPPING B)

February 26, 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
2	pack	PVC Binding Cover	Size: A4, 100 sheets /pack	_____	_____
2	pack	PVC Binding Cover	Size: Long, 100 sheets /pack	_____	_____
10	pack	Clear book	Long, yellow, 25pages	_____	_____
15	pack	Clear book	Long, Blue, 25pages	_____	_____
10	pack	Clear book	Long, Green 25 pages	_____	_____
10	pack	Clear book	Long, Red, 25 pages	_____	_____
5	box	Binder Clips	1-5/8" width size, 12 clips/box	_____	_____
10	pc	Correction tape	8 meters	_____	_____
65	pc	File box/Filer	Long Format, Cardboard, Single, Green	_____	_____
1	pc	Whiteboard Wall	90CM x 300CM	_____	_____
		Sticker		_____	_____
35	bottle	Printer ink	for Canon 790, Black, Genuine	_____	_____
30	bottle	Printer ink	for Canon 790, Magenta, Genuine	_____	_____
30	bottle	Printer ink	for Canon 790, Yellow, Genuine	_____	_____
2	bottle	Printer ink	for Canon 790, Red, Genuine	_____	_____
30	bottle	Printer ink	for Canon 790, Blue, Genuine	_____	_____
30	bottle	Printer ink	for Epson L3150, Black, 003, Genuine	_____	_____
25	bottle	Printer ink	for Epson L3150, Cyan, 003, Genuine	_____	_____
25	bottle	Printer ink	for Epson L3150, Magenta, 003, Genuine	_____	_____
25	bottle	Printer ink	for Epson L3150, Yellow, 003, Genuine	_____	_____

Approved Budget: P 293,877.00

PR #: 2025-02-0226A&B Date: 2/11/2025

Requesting Unit/Office : SIC

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:

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Authorized Signature