



REQUEST FOR QUOTATION/INVITATION TO BID

Date: August 24, 2026
PR No.: 2026-04-0225A&B

Dear *Supplier/Service Provider*:

The **Davao Oriental State University (DOrSU)** intends to procure the Supply and Delivery of Office Supplies for the Cateel Campus with an Approved Budget for the Contract (ABC) of P 292,600.00 through Small Value Procurement in accordance with RA 12009 and its IRR.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM** of August 28, 2026 subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

The Head of the Procuring Entity (HoPE) of the DOrSU reserves the right to reject any and/or all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

(sgd)
ROY M. PADILLA, DVM, MAS
BAC Chairperson,
Davao Oriental State University
Guang-guang, Dahican, City of Mati, Davao Oriental

Canvassed/Distributed by:

Signature over printed name
Date: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s must be valid for a period of **90** calendar days from the deadline of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
- The item/s shall be delivered according to the accepted offer of the bidder.
- Item/s delivered shall be inspected on the scheduled date and time of DOrSU. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DOrSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
- The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.
- Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAPADA/Bank Transfer Facility, within _____ days after receipt of service invoice and issuance of certificate of acceptance by end-user. In the case of accounts maintained at another bank, bank transfer fees shall be charged to the creditor's account.

INSTRUCTION

- Do not alter the contents of this form in any way.
- The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions, including manifestation of the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotations may be submitted through electronic mail at procurement@dorsu.edu.ph
- Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.



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Item #	Qty	Unit	Item	Description/Performance of Item (Minimum Technical Specification)	Unit Price	Total Cost (inclusive of VAT)
1.	200	Reams	Bond Paper	A4, 70 gsm	_____	_____
2.	200	Reams	Bond Paper	Long (legal) 8.5 x 13 inches, 70 gsm	_____	_____
3.	100	Reams	Newsprint	Long (legal) 8.5 x 13 inches, 70 gsm	_____	_____
4.	100	Reams	Newsprint	Short (letter) 8.5 x 11 inches, 70gsm	_____	_____
5.	100	Reams	Newsprint	A4, 70gsm	_____	_____
6.	2	Packs	Vellum board	A4, 100 sheets/pack, 180gsm	_____	_____
7.	1	Pack	Photopaper	A4, 50 sheets/pack, 180gsm	_____	_____
8.	10	Pairs	Scissors	220mm (8 inches)	_____	_____
9.	5	Bottles	Glue	240ml	_____	_____
10.	2	Boxes	Correction tape	24pcs/box. 30 meters	_____	_____
11.	5	Packs	Sticker paper	A4, 80gsm, 20pcs/pack	_____	_____
12.	15	Pieces	Stapler	No. 35	_____	_____
13.	3	pieces	Calculator	12-digit, LCD display, dual-power	_____	_____
14.	4	Pieces	Scotch tape dispenser	For 1-inch size tape	_____	_____
15.	2	Packs	Envelope	Brown, Short, 100pcs/pack	_____	_____
16.	2	Packs	Envelope	Brown, Long, 100pcs/pack	_____	_____
17.	8	Packs	Folder	Green, long, 10pcs/pack	_____	_____
18.	2	Packs	Folder	Brown, Long, 100pcs/pack	_____	_____
19.	20	Rolls	Tape	Double-sided, 1-inch, 10 meters	_____	_____
20.	5	Packs	Envelope	Expanding, 10pcs/pack, brown	_____	_____
21.	50	Pieces	Marker	For whiteboard, fine, black	_____	_____
22.	20	Pieces	Marker	Permanent, Fine, Black	_____	_____
23.	10	Pieces	Ballpen	12pcs/box, black	_____	_____
24.	2	Boxes	Binder Rings	(Plastic binding comb), 100pcs/box	_____	_____



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25.	100	Bottles	Printer ink	For Epson L5290, Black, Genuine, 003	_____	_____
26.	30	Bottles	Printer ink	For Epson L5290, Magenta, Genuine, 003	_____	_____
27.	30	Bottles	Printer ink	For Epson L5290, Cyan, Genuine, 003	_____	_____
28.	30	Bottles	Printer ink	For Epson L5290, Yellow, Genuine, 003	_____	_____
				• Delivery Period: <u>within 25 calendar days after receipt of Purchase Order</u> • Delivery Location: <u>DOrSU - Cateel</u> • Documentary Requirements: ✓ Mayor's/Business Permit ✓ DTI/SEC/CDA ✓ Tax Clearance ✓ PhilGEPS Registration Number ✓ Income/Business Tax Return ✓ Omnibus Sworn Statement, if applicable ---Nothing Follows---		

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 first page of this RFQ.

Company/Business Name: _____

Name of Authorized Representative: _____

Address: _____

Contact No.: _____ TIN: _____

Signature: _____ Date Submitted: _____