



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
Issue Status	Rev No.	Effective Date	Page No.
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**REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)**

July 5, 2024

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
200	pax	Meals	<b>Meals for SIC Foundation</b> <b>Lunch:</b> Rice, Buttered Chicken, Fish Fillet, Beef Steak, Pancit Guisado, Softdrinks, Water, Fruits	_____	_____
200	pax	Snacks	<b>AM:</b> Kakanin, Hot Drinks	_____	_____
200	pax	Snacks	<b>PM:</b> Empanada, Softdrinks	_____	_____
60	pax	Snacks	<b>Snacks for Training for Fire Prevention Month</b> AM: Banana cupcake, Softdrinks	_____	_____
60	pax	Snacks	<b>Snacks for Drug Awareness Seminar</b> AM: Empanada, Softdrinks	_____	_____
60	pax	Snacks	<b>Snacks for Training for National Tobacco Awareness</b> AM: Banana cupcake, Softdrinks	_____	_____
60	pax	Snacks	<b>Snacks for HIV/AIDS Seminar</b> AM: Sandwich, Softdrinks	_____	_____
70	pax	Snacks	<b>Snacks for Seminar on Gender and Sexuality/Gender Awareness Seminar</b> AM: Puto Cheese, Softdrinks	_____	_____
70	pax	Snacks	<b>Snacks for Other Health-Related Seminar</b> AM: Banana cupcake, Softdrinks	_____	_____

Approved Budget: Please see next page for ABC

PR #: 2024-07-536A,B,C,D,E,F,G,H,I Date: 5/6/2024

Requesting Unit/Office : SIC

**Small Value Procurement Documentary Requirements :**

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return (for ABCs above P500,000.00)
4. Omnibus Sworn statement (for ABCs above P50,000.00) before the issuance award
5. External Provider form (from DOrSU)

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: \_\_\_\_\_

sgd

**DR. CHERYLL L. BAUTISTA**

BAC Chairperson

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Authorized Signature



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
15	pax	Meals	<b>Meals and Snacks for First Year Formation</b> Lunch: Rice, Chicken Afritada, Pancit Guisado, Buttered Chicken, Softdrinks, Water, Fruits	_____	_____
15	pax	Snacks	AM: Biko, Hot Drinks	_____	_____
15	pax	Snacks	PM: Empanada, Softdrinks	_____	_____
60	pax	Snacks	<b>Snacks for Risk Reduction Seminar</b> AM: Special Mamon, Softdrinks	_____	_____

Approved Budget: P 118,000.00

PR #: 2024-07-536A,B,C,D,E,F,G,H,I Date: 5/6/2024

Requesting Unit/Office : SIC

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sgd

**DR. CHERYLL L. BAUTISTA**

BAC Chairperson

The Bids and Awards Committee:

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Canvassed/Distributed by:

\_\_\_\_\_  
Name of Establishment

Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature