



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)

August 6, 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
<b>One (1) Lot Procurement of Test Materials</b>					
1	kit	Test Material	<b>Stanford-Binet Intelligence Scales 5th Ed</b>  A highly reliable assessment of intellectual and cognitive abilities across the life span, based on a large normative sample. Based on a representative sample of 4,800 individuals; co-normed with the Bender-Gestalt Visual-Motor Gestalt Test, 2nd Edition, and linked to the Woodcock-Johnson Tests of Achievement. Early SB-5 is based on a representative sample of 1,800 child with 10 individually administered subtests, many involving manipulatives  inclusion: Examiner's Manual, Technical Manual, 3 Item Books, Child Card, Layout Card, Manipulatives Kit and Storage Box, and 25 Record Forms in a carrying case	_____	_____
1	kit	Test Material	<b>Standard Progressed Matrices (SPM)</b>  Ability assessment of general cognitive abilities in children on non-verbal ability which measures deductive ability – the ability to make sense and meaning out of complex or confusing data;	_____	_____

Approved Budget: Please see page 4 for ABC

PR #: 2024-08-683A&B      Date: \_\_\_\_\_      Requesting Unit/Office : FHUSOCOM

**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
1	kit	Test Material	the ability to perceive new patterns and relationships, and to forge (largely non-verbal) constructs which make it easy to handle complexity. Includes: 5 reusable design booklets, manual, 1 Scoring key, and 100 all forms Answer sheets <b>Majors Personality Type Inventory - Majors PTI™</b>  Evaluates personality type and provide a psychological type code, designed to help facilitate learning of valuable information, about one directs energy, takes in information, makes decisions and orients the environment. Includes: 1 Manual, 50 Self-Scorable test Form	_____	_____
1	kit	Test Material	16 Personality Factor  A personality test that contains 185 items presenting everyday situations. Based on their answers, respondents receive scores that rank them across 16 core personality factors. The test isn't timed, but takes between 30 minutes to 50 minutes to complete.	_____	_____

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BAC Chairperson

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	kit	Test Material	<b>SIX FACTOR PERSONALITY QUESTIONNAIRE</b>  Encompasses and extends the popular Big 5 factors of personality with an administration time of 20 minutes. Has a wide range of uses including the assessment of normal adult personality, use in counseling and clinical settings, use in business and industrial settings, and research requiring a broad coverage of personality dimensions. Includes: manual , 25 reusable test booklets, 25 Quick score answer sheets. 25 profile forms	_____	_____
1	kit	Test Material	<b>NEO Five-Factor Inventory</b>  Provides a quick assessment of general personality using the five-factor model with a comprehensive and detailed assessment of personality that is well-established and respected. includes Professional Manual, 25 Form S Adult Item Booklets, and 25 Summary Feedback Sheets	_____	_____

Approved Budget: Please see page 4 for ABC

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BAC Chairperson

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
1	kit	Test Material	<p align="center"><b>OASIS –3 INTEREST SCHEDULE</b></p> <p>Measures 12 interest factors directly related to the occupations listed in the Guide of Occupational exploration. The factors are Artistic, Scientific, Nature, Protective, Mechanical, Industrial, Business Detail, Selling, Accommodating, Humanitarian, Leading-Influencing, and Physical Performing. The Interest Schedule contains 240 items scored as Like, Neutral, or Dislike. Alpha reliabilities range from .83 to .96. Construct validity was determined through principal components analysis and empirical research.</p> <p>Includes: Examiner’s Manual, 25 Student Test Booklets, 50 Hand Scorable Answer Sheets, 50 Student Profiles, 1 sample Interpretation workbook and 50 Scoring Forms.</p>	_____	_____

Approved Budget: P 310,000.00

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\_\_\_\_\_  
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## REQUEST FOR QUOTATION/INVITATION TO BID

\_\_\_\_\_  
Date

### NOTICE TO BIDDERS/OFFERORS:

Sealed bids subject to the terms and conditions stated below will be opened at the DAVAO ORIENTAL STATE UNIVERSITY at \_\_\_\_ o'clock \_\_\_\_ on \_\_\_\_\_. Bidders are invited if they wish to be present at the time stated when the bids shall be opened.

### TERMS AND CONDITIONS

- 1 Goods offered must be Brand New, unless otherwise specified. Bidders/Offerors can offer an alternate item that is close to, or be a better substitute of the prescribed item(s), specifying at least its minimum characteristic and/or performance.
- 2 The envelope containing the bids shall be sealed and be addressed to:  
  
The Chairman  
Bids and Awards Committee  
Davao Oriental State University
- 3 The sealed bid envelope should be dropped in the Bid Box by the interested bidder or his authorized representative at the Guard House of the University. It could also be sent thru a reliable and registered Courier-Forwarder. Request for Quotation may be picked up by the authorized University Procurement Practitioner(s) If Supplier/Provider chooses to.
- 4 The Goods/Services provider must be bona fide Supplier of the Locality or outside provided they have complied the eligibility requirements stated or specified.
- 5 Goods/Services supplied herein are subject to inspection by the Property Inspector and End-User, and the acceptance /rejection of the Supply Officer or his/her authorized representative.
- 6 Except when otherwise stated all laws, rules, regulation, and standard specifications approved by the Bureau of products Standards and/or the Commission of Audit, including tolerance apply to and govern this bid.
- 7 Goods/Services supplied hereon shall be delivered within \_\_\_\_\_ calendar days from receipt of purchase/job order. A penalty of one tenth of one percent (1/10 of 1%) of the total purchase shall be imposed for every day of the delay to be reckoned for the day immediately following the expiration of the specified delivery period.

OFFERORS

AUTHORIZED SIGNATURE

DATE RECEIVED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_