



Document Code No.			
FM-DOrSU-PROC-10			
Issue Status	Rev No.	Effective Date	Page No.
1	0	07.22.2022	1 of 4

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

August 9, 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
1	lot	Printing and Bookbinding of DOrSU Annual Accomplishment Report (2021-2023)	1. Paper Specifications: Paper Type: Coated (Matte) for vibrant colors and sharp images. Paper Weight: 80-90 gsm for the inside pages Opacity: High opacity to prevent show-through from the other side of the page. 2. Printing Specifications: Resolution: 300 DPI for sharp, clear images. Print Method: Offset printing for high-quality and consistent results printed on both sides Ink: Use high-quality, quick-drying inks suitable for double sided printing. 3. Design Specifications: Trim Size: A4 (8.3" x 11.7") Bleed: Ensure images and colors extend to the edge of the page. 4. Binding Specifications: Binding Type: Section-sewn binding Section Size: Typically 12-16 pages per section, depending on the total number of pages. Thread Type: Strong, flexible thread that matches or complements the paper and cover design. Type of Glue: PUR (Polyurethane Reactive) Adhesive	_____	_____

Approved Budget: Please see page 3 for ABC

PR #: 2024-08-699A&B Date: _____ Requesting Unit/Office : Planning Unit

- 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)

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



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1	lot	Printing and Bookbinding of Davao Oriental State University Strategic Development Plan 2021-2035	5. Cover Specifications: Cover Finish: UV coating Gloss Paper Weight: 180-200 gsm for the cover Spine: Based on the total number of pages and paper thickness to ensure correct fit. 6. Document Specification: Total Number of Books and its pages: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>for FY</th> <th>No. of Books</th> <th>Pages</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2021</td> <td style="text-align: center;">20</td> <td style="text-align: center;">140-170</td> </tr> <tr> <td style="text-align: center;">2022</td> <td style="text-align: center;">20</td> <td style="text-align: center;">200-230</td> </tr> <tr> <td style="text-align: center;">2023</td> <td style="text-align: center;">20</td> <td style="text-align: center;">230-260</td> </tr> </tbody> </table> 1. Paper Specifications: Paper Type: Coated (Matte) for vibrant colors and sharp images. Paper Weight: 80-90 gsm for the inside pages Opacity: High opacity to prevent show-through from the other side of the page. 2. Printing Specifications: Resolution: 300 DPI for sharp, clear images. Print Method: Offset printing for high-quality and consistent results printed on both sides	for FY	No. of Books	Pages	2021	20	140-170	2022	20	200-230	2023	20	230-260	_____	_____
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2021	20	140-170															
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No. of Books	Pages								
20	200-230								

Approved Budget: P 120,000.00

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