DAVAO ORIENTAL STATE UNIVERSITY

"A University of excellence, innovation, and inclusion"



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 Requesting Unit/Office: PR #: 2024-08-699A&B Date: _ Planning Unit **Small Value Procurement Documentary Requirements:** 1.Mayor's/Business Permit 2. PhilGEPS Registration Number sgd 3. Income/Business Tax Return (for ABCs above P500,000.00) DR. CHERYLL L. BAUTISTA 4. Omnibus Sworn statement (for ABCs above P50,000.00) before the issuance award **BAC Chairperson** 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: Name of Establishment Date: Authorized Signature

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Is	sue Status	Rev No.	Effective Date	Page No.		
	1	0	07.22.2022	2 of 4		

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Qty	Unit	Item	Description	/Performance of the It the minimum)	em (atleast,	Unit Price	Total Cost
1	lot	Printing and Bookbinding of Davao Oriental State University Strategic Development Plan 2021-2035	Paper Weight: Spine: Based of thickness to ens 6. Document Sp Total Number of for FY 2021 2022 2023 1. Paper Specif Paper Type: Co images. Paper Weight: Opacity: High of the side of the 2. Printing Spec Resolution: 300 Print Method: O	IV coating Gloss 180-200 gsm for the cover in the total number of pages a sure correct fit. Decification: If Books and its pages: No. of Books 20 20 20 ications: Dated (Matte) for vibrant colors 180-90 gsm for the inside page opacity to prevent show-through page.	Pages 140-170 200-230 230-260 ors and sharp es ugh from the		

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 sgd 3. Income/Business Tax Return (for ABCs above P500,000.00) DR. CHERYLL L. BAUTISTA 4. Omnibus Sworn statement (for ABCs above P50,000.00) before the issuance award **BAC** Chairperson 5. External Provider form (from DOrSU) The Bids and Awards Committee:

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Canvassed/Distributed by:	
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1	0	07.22.2022	3 of 4		

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			Ink: Use high-quality, quick-drying inks suitable for double-sided printing.			
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			number of pages. Thread Type: Strong, flexible complements the paper and control Type of Glue: PUR (Polyureth S. Cover Specifications: Cover Finish: UV coating Global Type of Global Purchase and the page of the			
			Paper Weight: 180-200 gsm for Spine: Based on the total num thickness to ensure correct fit. 6. Document Specification:			
			Total Number of Books and it No. of Books 20			

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 sgd

3. Income/Business Tax Return (for ABCs above P500,000.00)
4. Omnibus Sworn statement (for ABCs above P500,000.00)before the issuance award

5. External Provider form (from DOrSU)

Requesting Unit/Office : Planning Unit

BAC Chairperson

Approved Budget: P 120,000.00

The Bids and Awards Committee:

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Canvassed/Distributed by:	
	Name of Establishment
Date:	
	Authorized Signature