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Issue Status	Rev No.	Effective Date	Page No.
1	0	07.22.2022	1 of 2

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

September 12, 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	<p style="text-align: center;">Meals for Civil Service Celebration on September 30, 2024</p> <p>Rice, Scrambled Egg, Bangus, Hotdog (Chicken), Ensaladang Crispy Dilis, Coffees/Chocolate Drinks in packs, Fresh Fruits</p>	_____	_____

Approved Budget: P 50,000.00

PR #: 2024-09-811

Date: _____

Requesting Unit/Office : _____

HRDS

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