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REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

October 8, 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
			for International Biodiversity Conference 2024		
50	pcs	Polo Shirt	Customized, Subli with DOrSU Logo	_____	_____
30	pcs	Plaque	Customized, Material: Acrylic, Transparent, UV Print and Laser cut, Wooden base/stand, Height:8in, Length:6in	_____	_____
35	pcs	Token	Personalized mug with DOrSU Logo, Souvenir Shirt, Regular Native Bag made of natural straw and woven fiber	_____	_____

Approved Budget: P 96,000.00

PR #: 2024-10-899

Date: 1/10/2024

Requesting Unit/Office : EXTENSION

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:

Name of Establishment

Date:

Authorized Signature

sgd
DR. CHERYLL L. BAUTISTA
BAC Chairperson