



| Document Code No. | | | |
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| FM-DOrSU-PROC-10 | | | |
| Issue Status | Rev No. | Effective Date | Page No. |
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REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

October 10, 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 |
|-----|------|--------------------|--|------------|------------|
| 2 | room | Room Accommodation | Room Accommodation for the International and National Plenary Speakers of the 3rd International Biodiversity Conference Activity Single Standard Room for 4 nights | _____ | _____ |
| 2 | room | Room Accommodation | Deluxe Twin Room for 4 nights | _____ | _____ |
| 14 | room | Room Accommodation | Deluxe Matrimonial for 4 nights | _____ | _____ |

Approved Budget: P 115,440.00

PR #: 2024-10-928 Date: 10/8/2024 Requesting Unit/Office : RIE

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