



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
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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
267	pax	Meals	<b>Meals and Snacks for OP-led meetings, trainings, seminars and other urgent activities</b> Menu: Rice, atleast 3 dishes (chicken dish, fish dish, beef dish, seafood dish, etc.), Assorted fruits, Softdrinks (1.5L or 2L), Drinking Water <i>Note: The supplier must provide jar for softdrinks. No single-use-plastics.</i>	_____	_____
415	pax	Snacks	Menu: Assorted Kakanin atleast 3 kinds (Puto, Suman, Palitaw, Sapin-sapin, etc.) or pasta with bread, Powdered orange or any flavored juice, Powdered coffee, Powdered coffee creamer, brown sugar, drinking water <i>Note: The supplier must provide jar for juice and container for coffee, creamer, and sugar. No single-use-plastics.</i>	_____	_____

Approved Budget: P 121,600.00

PR #: 2024-10-918

Date: \_\_\_\_\_

Requesting Unit/Office : Office of the University President

**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