



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
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## REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

November 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
200	pax	Venue and Meals	<p style="text-align: center;"><b>Venue and Meals for Conduct of Futures Thinking, Research Ethics, and RIE Caravan Forum (Main Campus, Tarragona, Cateel, and Baganga)</b></p> <p><b>Venue:</b> Rental of Led Screen, Sound System, Venue and stage set-up, Tables and Chairs</p> <p><b>Meals:</b></p> <p>Lunch: Rice, Beef Broccoli, Chicken Afritada, Fish Fillet, Buttered Shrimp, Fruit Salad. And Softdrinks</p> <p>Unlimited Coffee and water in dispenser</p> <p>Snacks (AM): Cassava cake, Sticky Rice Pudding, and Hot Choco</p> <p>Snacks (PM): Burger, Fries, and Softdrinks</p> <p><b>Date: November 22, 2024</b></p>	_____	_____

Approved Budget: 300,000.00

PR #: 2024-11-1005

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

Requesting Unit/Office : CFTRD

**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