



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

January 28, 2025

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
1	pc	Money Vault	External Size: 608 x 430 x 429mm (HWD), Internal Size: 508 x 330 x 292mm (HWD), Weight: 164kg, Volume:49L, Fitted with an EN 1300 certified Class A key lock Protected by Hardened anti-drill plates, at least 1 to 2 hrs fire resistance, Locking mechanism: combination lock: mechanical	_____	_____

Approved Budget: P 50,000.00

PR #: 2025-01-0031      Date: 1/16/2025      Requesting Unit/Office : \_\_\_\_\_ BC

**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:

\_\_\_\_\_  
Name of Establishment

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

\_\_\_\_\_  
Authorized Signature