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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	set	Sofa set	Traditional Sofa set: Usually consists of a 3-seater sofa and one or two armchairs, often in a classic design with softer line with the ff. dimension: width:145 c., depth:71.5cm., height:71.5cm., height under furniture: 14.5cm.; armrest height: 61cm.; seat width 137cm.; seat depth:54cm.; seat height: 42cm., color:gray, fabric upholstery	_____	_____
1	pc	Steel Cabinet	heavy duty, 4 layer vertical cabinet in central locking system, black	_____	_____
4	set	Conference Table set	Office furniture multifunctional commercial office training movable flip top training room table (1200mm x 600mm) with chairs (4 chairs/set)	_____	_____
2	pcs	Sports Multipurpose Storage Cabinet	heavy duty sports storage cabinet, full-welded Frame, Approx. 100 balls or other sports equipment, with padlock for security, and non-marking wheels 2 with brakes, Dimensions: width: 1400mm Depth:610mm Height:1600mm	_____	_____
2	pcs	Whiteboard	movable with stand, 4ft x 8ft	_____	_____

Approved Budget: P 123,000.00

PR #: 2025-01-0040

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:

Date: _____

Name of Establishment

Authorized Signature