



Document Code No.			
FM-DOrSU-PROC-10			
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REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

January 31, 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 LOT Procurement of Meals and Snacks					
Meals for Voters Education on March 2025					
50	pax	Meals	Buffet Style: Menu: Rice, Chicken Afritada, Fish Fillet, Softdrinks 190ml, Slice Fruits - Triangle Form Pineapple or Watermelon	_____	_____
Meals for CBDRRM on April 2025					
100	pax	Meals	Buffet Style: Menu: Rice, Chicken Afritada, Fish Fillet, Softdrinks 190ml, Slice Fruits - Triangle Form Pineapple or Watermelon	_____	_____
200	pax	Snacks	2pc Chicken Lumpia and 1pc Empanada per pack, Softdrinks 300ml	_____	_____
Meals for HIV AIDS and STI Lectures on September 2025					
50	pax	Meals	Buffet Style: Menu: Rice, Chicken Afritada, Fish Fillet, Softdrinks 190ml, Slice Fruits - Triangle Form Pineapple or Watermelon	_____	_____
Meals for Student Volunteers Team Building on May 2025					
50	pax	Meals	Buffet Style: Menu: Rice, Chicken Afritada, Fish Fillet, Softdrinks 190ml, Slice Fruits - Triangle Form Pineapple or Watermelon	_____	_____
100	pax	Snacks	2pc Chicken Lumpia and 1pc Empanada per pack, Softdrinks 300ml	_____	_____

Approved Budget: Please see page 2 for ABC

PR #: 2025-01-0080A,B&C Date: 1/21/2025

Requesting Unit/Office : OSVCE

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



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
Meals for Planning and Year-end Evaluation on May 2025					
50	pax	Meals - Day 1	Lunch; Buffet Style; Menu: Rice, Chicken Afritada, Fish Fillet, Softdrinks 190ml, Slice Fruits in Triangle form Pineapple or Watermelon	_____	_____
50	pax	Meals - Day 1	Dinner; Buffet Style; Menu: Rice, Fish Kinilaw, Garlic Shrimp, Softdrinks 190ml, Slice Fruits in Triangle form Pineapple or Watermelon	_____	_____
50	pax	Meals - Day 2	Breakfast; Buffet Style; Menu: Rice, Fried Egg, Hotdog, Dried Fish, Garlic Shrimp, Coffee	_____	_____
50	pax	Snacks - Day 1	AM: 2pc Chicken Lumpia and 1pc Lumpia per pack, Softdirnks 300ml	_____	_____
50	pax	Snacks - Day 1	PM: 1slice Biko and 1pc Cassava Cake per pack, Assorted Hot Drinks (Black Coffee, Chocolate, Vanilla Coffee), Softdrinks 300ml	_____	_____
50	pax	Snacks - Day 2	AM: Special Mamon Round (Chocolate and Vanilla Flavor), Softdirnks 300ml	_____	_____

Approved Budget: P 145,000.00

PR #: 2025-01-0080A,B&C Date: 1/21/2025

Requesting Unit/Office : OSVCE

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sgd

DR. CHERYLL L. BAUTISTA

BAC Chairperson

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Canvassed/Distributed by: _____

Name of Establishment

Date: _____

Authorized Signature