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Issue Status	Rev No.	Effective Date	Page No.
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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
30	pcs	Mug	Color White 325ml, ceramic, Customized design with OSCD Logo	_____	_____
13	pcs	Sublimation Tshirt	Customized Shirt with OSCD Logo and DOrSU Logo; Polo shirt, Silk Fabric Cloth	_____	_____
73	pcs	Sublimation Tshirt	Customized Shirt with OSCD Logo and DOrSU Logo; Tshirt, Silk Fabric Cloth	_____	_____
40	pcs	Tote bag	20pcs color Black and 20pcs color Navy Blue; Customized design with OSCD Logo, size handle: 26.5in, length 14in, width 12in (Medium size) Katsa Fabric Cloth	_____	_____

Approved Budget: P 60,760.00

PR #: 2025-01-0082

Date: 1/13/2025

Requesting Unit/Office : OSCD

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