



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
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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
60	pax	Meals	<b>1 LOT Procurement of Meals and Snacks</b> Menu: 2 viands (non-pork) Beef or Chicken, 1 Vegetable side Dish, 2 cups Rice, 1 btl Softdrinks Menu: Burger or Siopao (non-Pork), 1 Drink	_____	_____
2210	pax	Snacks		_____	_____
		Activity Title			
		1. Capability Development Seminar for Students on March 12 & 13, 2025 (Snacks 280pax) 2. Moral Recovery & Spiritual Enrichment Activities for Student on April 2 & May 2, 2025 (Snacks 560pax) 3. Student Recognition PARANGAL 2025 on May 21, 2025 (Meals 30pax, Snacks 150pax) 4. Oath Taking Ceremony & Awarding of Recognition Certificate on July 2025 (Snacks 260 pax) 5. General Convocation on September 2025 (Meals 30pax, Snacks 150pax) 6. Environmental Education Seminar on October 2025 (Snacks 140pax) 7. Planning, Leadership & Management Seminar on February - April 2025 (Snacks 280pax) 8. General Orientation with School Org. Officers & Adviser on Jan. - Dec 2025 (Snacks 390pax)			

Approved Budget: P 254,850.00

PR #: 2025-01-0093      Date: \_\_\_\_\_      Requesting Unit/Office : \_\_\_\_\_ OSA

**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