



Document Code 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
1 LOT Procurement of Meals and Snacks					
Snacks for the Admission Program on January and August 2025					
500	pax	Snacks	AM/PM Snacks or Both Menu: Kakanin, Empanada, and Lumpia, Bottled Water / Softdrinks / Canned Drinks	_____	_____
Meals and Snacks for the Promotion and Information Program from January to December 2025					
20	pax	Meals and Snacks	1 Lunch and 2 Snacks Menu: 2 cups Rice, 2 Viands, Side Dish, Bottled Water / Canned Drinks / Softdrinks, Fruits (2 kinds) Snacks: Kakanin, Empanada, and Lumpia, Bottled Water / Softdrinks / Canned Drinks	_____	_____
Meals and Snacks for the Planning and Evaluation Program in June to December 2025					
30	pax	Meals and Snacks	1 Lunch and 2 Snacks Menu: 2 cups Rice, 2 Viands, Side Dish, Bottled Water / Canned Drinks / Softdrinks, Fruits (2 kinds) Snacks: Kakanin, Empanada, and Lumpia, Bottled Water / Softdrinks / Canned Drinks	_____	_____

Approved Budget: P 75,000.00

PR #: 2025-01-0099

Date: 1/28/2025

Requesting Unit/Office : OSPAT

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