



Document Code No.			
<b>FM-DOrSU-PROC-10</b>			
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**REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)**

February 6, 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
<b>1 LOT PROCUREMENT OF MEALS AND SNACKS</b>					
80	pax	Snacks	(Seminar on Work Ethics) on Feb 19, 2025	_____	_____
80	pax	Snacks	(Basic Customer Service) on March 20, 2025	_____	_____
80	pax	Snacks	(Seminar on Mental Health) on June 18, 2025	_____	_____
80	pax	Snacks	GSIS Orientation and Enrolment on March 12, 2025	_____	_____
400	pax	Snacks	Other Activities for 3rd and 4th Quarter	_____	_____
200	pax	Meals	<b>Menu:</b> AM: Spaghetti/Burger with Softdrinks; or PM: Kakanin with Softdrinks for Salamat Mabuhay - Buffet Style Viand (4 kinds) - Beef Bakareta, Fish Fillet, Buttered Chicken and Chopsuey Unli Rice, Assorted Fruits (Preferably Watermelon, Pineapple, Mango), Softdrinks 190ml, Bottled Water 350ml with free usage of the Tables and covers for tables and monoblock chairs good for 200 pax	_____	_____
<b>Note: Payment can be processed through billing statement before the whole quantity are consumed considering this will be utilized in staggered basis</b>					

Approved Budget: P 243,000.00

PR #: 2025-02-0126      Date: 1/24/2025      Requesting Unit/Office : HRDS

- 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