



Document Code No.			
FM-DOrSU-PROC-10			
Issue Status	Rev No.	Effective Date	Page No.
1	0	07.22.2022	1 of 3

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

February 12, 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	books	Printing and Bookbinding of DOrSU Annual Accomplishment Report (2021-2023)	<p>Paper Specification: Paper Type: Coated (Matte), Paper Weight: 80 gsm for the inside pages, Opacity: High opacity to prevent show-through from the other side of the page.</p> <p>Printing Specification: Resolution: 300 DPI for sharp, clear images, Print Method: Offset printing for high-quality and consistent results printed on both sides, Ink: use high-quality, quick-drying inks suitable for double-sided printing</p> <p>Design Specification: Trim size: A4 (8.3" x 11.7"), Bleed: Ensure images and colors extend to the edge of the page.</p> <p>Binding Specification: Binding Type: Section-sewn binding, Section size: Typically 12-16 pages per section, depending on the total number of pages, Thread Type: Strong, flexible thread that matches or complements the paper and cover design. Type of Glue: PUR (Polyurethane Reactive) Adhesive</p> <p>Cover Specification: Cover Finish: Gloss, Paper Weight: 500 gsm or equivalent, Spine: Based on the total number of pages and paper thickness to ensure correct fit</p> <p>Document Specification: Total of 60 books and it's estimated no. of pages:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><i>For FY</i></th> <th style="text-align: center;"><i>No. of Books</i></th> <th style="text-align: center;"><i>Estimated Number of Pages</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2021</td> <td style="text-align: center;">20</td> <td style="text-align: center;">90 – 100</td> </tr> <tr> <td style="text-align: center;">2022</td> <td style="text-align: center;">20</td> <td style="text-align: center;">100 – 110</td> </tr> <tr> <td style="text-align: center;">2023</td> <td style="text-align: center;">20</td> <td style="text-align: center;">210 – 220</td> </tr> </tbody> </table>	<i>For FY</i>	<i>No. of Books</i>	<i>Estimated Number of Pages</i>	2021	20	90 – 100	2022	20	100 – 110	2023	20	210 – 220	_____	_____
<i>For FY</i>	<i>No. of Books</i>	<i>Estimated Number of Pages</i>															
2021	20	90 – 100															
2022	20	100 – 110															
2023	20	210 – 220															

Approved Budget: Please see page 2 for ABC

PR #: 2025-02-0169A&B Date: _____ Requesting Unit/Office : PLANNING UNIT

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
20	books	Printing and Bookbinding of Davao Oriental State University Strategic Development Plan 2021-2035	<p>Paper Specification: Paper Type: Coated (Matte), Paper Weight: 80 gsm for the inside pages, Opacity: High opacity to prevent show-through from the other side of the page.</p> <p>Printing Specification: Resolution: 300 DPI for sharp, clear images, Print Method: Offset printing for high-quality and consistent results printed on both sides, Ink: use high-quality, quick-drying inks suitable for double-sided printing</p> <p>Design Specification: Trim size: A4 (8.3" x 11.7"), Bleed: Ensure images and colors extend to the edge of the page.</p> <p>Binding Specification: Binding Type: Section-sewn binding, Section size: Typically 12-16 pages per section, depending on the total number of pages, Thread Type: Strong, flexible thread that matches or complements the paper and cover design. Type of Glue: PUR (Polyurethane Reactive) Adhesive</p> <p>Cover Specification: Cover Finish: Gloss, Paper Weight: 500 gsm or equivalent, Spine: Based on the total number of pages and paper thickness to ensure correct fit</p> <p>Document Specification: Total of 20 books and back to back pages:</p> <p>No. of Books: 20</p> <p>Estimated number of pages: 205-215</p>	_____	_____

Approved Budget: P 240,000.00

PR #: 2025-02-0169A&B Date: _____

Requesting Unit/Office : PLANNING UNIT

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DR. CHERYLL L. BAUTISTA

BAC Chairperson

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Authorized Signature