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FM-DOrSU-PROC-10			
Issue Status	Rev No.	Effective Date	Page No.
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REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

February 18, 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
16	pc	Medallion	Bronze Finish, Brass Material, Emboss Design, 102mm overall size, 3mm thickness, Circle Shape, Center Seal, DOrSU Logo, Direct Printed, Engrave Honor Distinction, Mounting: Royal Blue Threaded Ribbon 1.5" wide	_____	_____
40	pc	Academic Medals	Gold Finish, Brass Material, Emboss Design, 7mm overall size, 1mm thickness, Center seal, DOrSU Logo, Direct Printed, Logo-cut Shape, Mounting: Royal Blue Threaded Ribbon 1inch Wide	_____	_____
335	pc	Diploma Jacket	Book Style, holds 8.5" x 11" paper, Vinyl, Silver Stamping, Embossed DOrSU Logo, Outside Color Glossy Black, White Inside, Four Corner Ribbons, Royal Blue	_____	_____
335	pc	Diploma Paper	White Parchment, Letter, 80gsm, Letter head, Address, School Layout, DOrSU Logo, Visible watermark & logo under UV Light, 500's	_____	_____

Approved Budget: P 101,375.00

PR #: 2025-02-0186 Date: 2/4/2025 Requesting Unit/Office : _____ SIC _____

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