



Document Code No.			
FM-DOrSU-PROC-10			
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REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

May 14, 2026
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 Supply, Delivery and Installation of other supplies, Furniture and Fixture for Biodiversity Center					
1	unit	Blinds	with Installation, Semi blackout, Color: Vert, Lab-dark Green, Invert La-Anthracite, The rest-dark blue, Total Area: 3,520 square ft.	_____	_____
1	pc	Conference Table & Chair	12-seater, Material: Metal-glass laminated wood material combination, Dimension: 120 x 350cm	_____	_____
6	unit	Preservation Cabinets	with Installation, Modular Frame, Reconfiguration interior, Adjustable shelves with storage trays, Caster base, with water, air and fire shield, Dimension: 30" x 60" x 72"	_____	_____
2	unit	Cabinets	with Installation, Bookcase type, Open Shelves, 5-tier, Material: Metal & laminated wood combination, Dimension: 24" x 60" x 80"	_____	_____
9	unit	Office Chair with Table	Material: Metal-glass laminated wood combination, Size: L: 100, W:50, H: 72cm	_____	_____
25	pc	Chairs	Monobloc, with armrest, white, Capacity: Filipino Adult Average Weight	_____	_____
2	unit	Preservation Cabinets	with Installation, Metal-glass laminated wood material combination, caster base, modular, Dimension: 24" x 60" 72"	_____	_____

Approved Budget: Please see page 2 for ABC

UResCom - Biodiversity

PR #: 2026-03-0183C&D Date: 3/30/2026

Requesting Unit/Office : Research Center

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

ROY M. PADILLA, DVM, MAS

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:

Name of Establishment

Date: _____

Authorized Signature



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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
3	unit	Screen Door	Full Door Length, Hinged, with Mosquito Screen, Size: 180cm (W); 8" (H)	_____	_____
2	unit	Stand Fan	16 inches, 3 speed wind force, low noise, aluminum 3 blades, black	_____	_____
3	unit	Emergency Light	Rechargeable, Light source: SMD LEDs or COB LEDs, Battery: Lithium-Ion or LiFePO4, Lumens: 2600, Runtime: atleast 4 hours, Charging: Standard 220V/230V, AC, with indicator lights, Waterproof, with Automatic Activation	_____	_____
3	unit	Utility Cart	Stainless, with rollers, 3 or 4 tiers, size: around 100cm (L) x 54 cm (W)	_____	_____
300	meter	Water hose with Bib	Diameter: 1/2 inch, with Faucet bib/spigot	_____	_____

Approved Budget: ₱962,500.00

UResCom - Biodiversity

PR #: 2026-03-0183C&D Date: 3/30/2026

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REQUEST FOR QUOTATION/INVITATION TO BID

Date

NOTICE TO BIDDERS/OFFERORS:

Sealed bids subject to the terms and conditions stated below will be opened at the DAVAO ORIENTAL STATE UNIVERSITY at ____ o'clock ____ on _____. Bidders are invited if they wish to be present at the time stated when the bids shall be opened.

TERMS AND CONDITIONS

- 1 Goods offered must be Brand New, unless otherwise specified. Bidders/Offerors can offer an alternate item that is close to, or be a better substitute of the prescribed item(s), specifying at least its minimum characteristic and/or performance.
- 2 The envelope containing the bids shall be sealed and be addressed to:

The Chairman
Bids and Awards Committee
Davao Oriental State University
- 3 The sealed bid envelope should be dropped in the Bid Box by the interested bidder or his authorized representative at the Guard House of the University. It could also be sent thru a reliable and registered Courier-Forwarder. Request for Quotation may be picked up by the authorized University Procurement Practitioner(s) If Supplier/Provider chooses to.
- 4 The Goods/Services provider must be bona fide Supplier of the Locality or outside provided they have complied the eligibility requirements stated or specified.
- 5 Goods/Services supplied herein are subject to inspection by the Property Inspector and End-User, and the acceptance /rejection of the Supply Officer or his/her authorized representative.
- 6 Except when otherwise stated all laws, rules, regulation, and standard specifications approved by the Bureau of products Standards and/or the Commission of Audit, including tolerance apply to and govern this bid.
- 7 Goods/Services supplied hereon shall be delivered within _____ calendar days from receipt of purchase/job order. A penalty of one tenth of one percent (1/10 of 1%) of the total purchase shall be imposed for every day of the delay to be reckoned for the day immediately following the expiration of the specified delivery period.

OFFERORS

AUTHORIZED SIGNATURE

DATE RECEIVED
