



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

May 28, 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
20	length	Cedar Lumber	1" x 8" x8', seasoned, plain finish	_____	_____
20	length	Gemelina Lumber	1" x 8" x8', seasoned, plain finish	_____	_____
10	length	Cedar Lumber	2" x 3" x 8', seasoned, plain finish	_____	_____
10	length	Gemelina Lumber	2" x 3" x 8', seasoned, plain finish	_____	_____
20	length	NZ Pinewood	1" x 8" x8', seasoned, plain finish, treated	_____	_____
1	length	Steel Round Bar	Stainless, 6mm x 20'	_____	_____
15	bottle	Industrial Glue	Cyanoacrylate Adhesive, 20g	_____	_____
20	pcs	Brush	1" Soft Bristle	_____	_____
20	pcs	Brush	1 1/2" Soft Bristle	_____	_____
20	pcs	Brush	2" Soft Bristle	_____	_____
40	pcs	Sand Paper	#100 Grit	_____	_____
40	pcs	Sand Paper	#120 Grit	_____	_____
40	pcs	Sand Paper	#240 Grit	_____	_____
40	pcs	Sand Paper	#1000 Grit	_____	_____
10	liter	Top coat	Polyurethane, Floor Varnish, Chemical Resistant	_____	_____
20	liter	Thinner	Pure Lacquer	_____	_____
10	liter	Thinner	Paint Thinner	_____	_____
20	can	Plastic Varnish	Clear Gloss, 250ml, Lead Free	_____	_____
5	liter	Sanding Sealer	Polyurethane, Chemical Resistant	_____	_____

Approved Budget: Please see page 4 for ABC

PR #: 2026-05-0301A,B&C Date: _____ Requesting Unit/Office : VPAA

- 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
30	canister	Acrylic Spray Paint	Assorted Color/400ml	_____	_____
30	bottle	Acrylic Paint	Assorted Color/120ml	_____	_____
2	sheets	Acrylic Sheets	4x8x3mm, Transparent	_____	_____
1	sheet	Acrylic Sheets	4x8x5mm, Transparent	_____	_____
1	sheet	Acrylic Sheets	4x8x3mm, Blue	_____	_____
1	sheet	Acrylic Sheets	4x8x3mm, Yellow	_____	_____
1	sheet	Acrylic Sheets	4x8x3mm, White	_____	_____
1	sheet	Acrylic Sheets	4x8x3mm, Black	_____	_____
5	sheets	MDF Board	4x8x3mm, Medium Density Fiber Board	_____	_____
3	sheets	MDF Board	4x8x5mm, Medium Density Fiber Board	_____	_____
15	pack	Vinyl Sticker	transparent (Sheet A4)	_____	_____
15	pack	Vinyl Sticker	White (Sheet A4)	_____	_____
30	pcs	Masking Tape	1"	_____	_____
10	pcs	Masking Tape	2"	_____	_____
4	roll	3D Printer Filament	PLA 1kg, White	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Blue	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Gray	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Black	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Orange	_____	_____

Approved Budget: Please see page 4 for ABC

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Qty	Unit	Item	Description/Performance of the Item (atleast, the minimum)	Unit Price	Total Cost
2	roll	3D Printer Filament	PLA 1kg, Red	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Violet	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Yellow	_____	_____
2	roll	3D Printer Filament	PLA 1kg, Green	_____	_____
4	roll	3D Printer Filament	ABS 1kg, White	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Blue	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Gray	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Black	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Orange	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Red	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Violet	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Yellow	_____	_____
2	roll	3D Printer Filament	ABS 1kg, Green	_____	_____
4	roll	3D Printer Filament	TPU 1kg, White	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Blue	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Gray	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Black	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Orange	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Red	_____	_____

Approved Budget: Please see page 4 for ABC

PR #: 2026-05-0301A,B&C Date: _____ Requesting Unit/Office : VPAA

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2	roll	3D Printer Filament	TPU 1kg, Violet	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Yellow	_____	_____
2	roll	3D Printer Filament	TPU 1kg, Green	_____	_____
1	pouch	3D Printer Granules	PLA 1kg, transparent	_____	_____

Approved Budget: ₱286,780.00

PR #: 2026-05-0301A,B&C Date: _____ Requesting Unit/Office : VPAA

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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
