



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

June 4, 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
30	box	RFID Card	Printable RFID PVC Card 25 khz 200pieces 1box contactless 125KHz EM4100 RFID Proximity ID Smart Entry Access Chip Card Company ID School IF (for the new I.D. Printer unit) compatible for Matica mc310	_____	_____
40	set	Ribbon	chromxpert (matika) CMYK 6 Panel Compatible Ribbon, 250 prints/roll for matica m310 card printers. (for the new i.d. printer unit)	_____	_____
1	pc	Printer head	for Matica Technologies EDI secure MC310 Printer Head (FREE installation and Configuration)	_____	_____
6,000	pcs	PVC Card Film Protector	PVC Card Film Protector (transparent) 86 x 54 mm size	_____	_____
10	set	Ribbon	for Hiti CS-200e CMYK 6 Panel Compatible Ribbon,350 prints/roll for Hiti CS200E card printers. (for old i.d printer unit).	_____	_____

Approved Budget: ₱629,980.00

PR #: 2026-06-0337 Date: _____ Requesting Unit/Office : OSA

- 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:

Date: _____

Name of Establishment

Authorized Signature



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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
