



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

June 22, 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
9	pcs	Supply, Delivery and Installation of Tempered Glass Whiteboard for the Completion of Engineering Building	- 4x8ft. -Material: Tempered safety glass (low iron for maximum clarity) - Thicknesss: ¼” - Surface: non-porous,glossy -Magnetic Capability -Safety: Eased or polished corners for safety -Clear Tempered SP and 1side full frosted -Installation included with and bolts		
28	pcs	Supply and Delivery of Office Table for the Completion of Engineering Building	-Dimension: 140mm(L) x 680mm(W) x 750mm(H) -Fully laminated office desk -Color: Wengue -Double pedestal with 4 total drawers provide optimal storage, Locks for center and side drawer		
25	pcs	Supply and Delivery of Office Chair for the Completion of Engineering Building	-Midback Office Chair -Color: Black -Seat: Fabric Upholsteres -Backrest: Mid-height breathable mesh -Armrest: Plastic molded for ergonomic arm and shoulder support -Base: Chrome plated starbase with casters -360 degree swivel chair -approx. 100-120kg weight capacity -Adjustable Gaslift		

Approved Budget: Please see page 3 for ABC

PR #: 2026-06-0346&0347A&B Date: 6/3/2026 Requesting Unit/Office : VPFA - GSU

- 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

REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

June 22, 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	set	Supply and Delivery of Executive Table and Chair for the Office of the President	-Dimension (main table): 2400mm(L) x 800mm(D) x 750mm (H) Side Return: Integrated, forming total footprint of approx.. 2400 x 1800 mm -Tolerance: ±5% -Configuration: L-shaped executive desk with built-n side cabinet system -Materials: *Tabletop= minimum 25mm thick engineered wood/MFC/MDF with HPL laminate finish *Structure = Reinforced panel system or steel-supported framing *Finish=Scratch resistance; moisture resistance; heat resistance -Storage Components: Integrated side cabinet including minimum 3 drawers, at least 1 swing door cabinet or open shelf. Heavy duty drawer slides -Functional Features: with wire management system (grommets); with modesty panel -Load Capacity: Table must support minimum 80-100kg distributed load -Smooth edges, no sharp corners; uniform laminate application; stable and wobble-free structure -Color: Walnut, mahogany		

Approved Budget: Please see page 3 for ABC

PR #: 2026-06-0346&0347A&B Date: 6/3/2026 Requesting Unit/Office : VPFA - GSU

- 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



REQUEST FOR QUOTATION (SMALL VALUE PROCUREMENT)

June 22, 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 of Conference Table for the Office of the President	Supply and Delivery of Executive Chair -Ergonomic -High –Back Executive design -Material: Premium Faux Leather Upholstery -Mechanism: Full Reclining Tilt- Lock - 360 degree swivel Function -Height Adjustments: Pneumatic Gas Lift -350mm 5-Prong Star Base - Nylon Casters -Dimension: 1800mm-2400mm(L) x 800mm – 1000mm (W) x 750mm (H) (standard table height) -6-8 person seating capacity -Material: * Tabletop-minimum of 25mm thick engineered wood (MDF/MFC) or solid wood -High Pressure laminate (HPL) or veneer finish, scratch resistant, moisture resistant, heat resistant -Structure/Base: Heavy duty base (solid wood legs/ metal legs/ trestle type support); reinforced frame to prevent sagging; must support minimum 100-120kg distributed load -Functional Features: Smooth edges/rounded corners for safety -No visible defects (bubbles, cracks, uneven laminate); stable and wobble-free; clean finishing and edge banding -color: walnut, mahogany		

Approved Budget: ₱590,200.00

PR #: 2026-06-0346&0347A&B Date: 6/3/2026 Requesting Unit/Office : VPFA - GSU

- Small Value Procurement Documentary Requirements :**
 1. Mavor'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



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
