



REQUEST FOR QUOTATION/INVITATION TO BID

Date: September 24, 2026
PR No.: 2029-09-0516

Dear *Supplier/Service Provider*:

The **Davao Oriental State University (DOrSU)** intends to procure the **Supply and Delivery of Meals and Snacks for the Office of Health Services** with an Approved Budget for the Contract (ABC) of **₱224,000.00** through **Small Value Procurement** in accordance with RA 12009 and its IRR.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM** of **September 29, 2026** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ).

The Head of the Procuring Entity (HoPE) of the DOrSU reserves the right to reject any and/or all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

(sgd)
ROY M. PADILLA, DVM, MAS
BAC Chairperson,
Davao Oriental State University
Guang-guang, Dahican, City of Mati, Davao Oriental

Canvassed/Distributed by:

Signature over printed name
Date: _____

TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Price quotation/s must be valid for a period of **90** calendar days from the deadline of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements, and other terms and conditions stated herein.
- The item/s shall be delivered according to the accepted offer of the bidder.
- Item/s delivered shall be inspected on the scheduled date and time of DOrSU. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
- Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DOrSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
- The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.
- Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAPADA/Bank Transfer Facility, within _____ days after receipt of service invoice and issuance of certificate of acceptance by end-user. In the case of accounts maintained at another bank, bank transfer fees shall be charged to the creditor's account.

INSTRUCTION

- Do not alter the contents of this form in any way.
- The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension. If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions, including manifestation of the agreement with the Terms and Conditions below. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
- All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- Quotations may be submitted through electronic mail at procurement@dorsu.edu.ph
- Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.



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Item #	Qty	Unit	Item	Description/Performance of Item (Minimum Technical Specification)	Unit Price	Total Cost (inclusive of VAT)
			Meal provision for the medical response team for SIGLAKAS 2026 For the period of October 20-23, 2026			
1.	40	packs	Snacks	Day 1 AM- 1 bot 200ml Softdrinks 1 pc egg sandwich (3 Sliced bread)	_____	_____
2.	40	packs	Snacks	Day 1 PM- 1 bot 200ml Softdrinks 1 bot 200 ml beef burger with cheese	_____	_____
3.	40	packs	Snacks	Day2 AM- 1 bot 200ml Softdrinks 2 pcs banana turon	_____	_____
4.	40	packs	Snacks	Day 2 PM- 1 bot 200 ml Softdrinks 2 pcs ensaymada	_____	_____
5.	40	packs	Snacks	Day 3 AM- 1 bot 200 ml softdrinks 2 pcs empanada	_____	_____
6.	40	packs	Snacks	Day 3 PM- 1 bot 200ml softdrinks 5 pcs kakanin (Puto Cheese)	_____	_____
7.	40	packs	Snacks	Day 4 AM- 1 bot 200ml softdrinks 2 pcs Lumpia	_____	_____
8.	40	packs	Snacks	Day 4 PM- 1 bot 200ml Softdrinks 1 beef burger with cheese	_____	_____
9.	40	packs	Lunch	Day 1 1 bot 500ml water 1 cup rice 1 pc fried chicken 1 serving pancit	_____	_____
10.	40	packs	Lunch	Day 2 1 bot 500ml water 1 cup rice 1 serving beefsteak	_____	_____
11.	40	packs	Lunch	Day 3 1 bot 500ml water 1 cup rice 1 serving chopsuey 1 pc fried fish	_____	_____



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12.	40	packs	Lunch	Day 4 1 bot 500 ml water 1 cup rice 1 serving Chicken curry 2 Slices pineapple	_____	_____
13.	40	packs	Dinner	Day 1 1 bot 500ml water 1 cup rice 1 serving pinakbet 1 pc fried chicken	_____	_____
14.	40	packs	Dinner	Day 2 1 bot 500ml water 1 cup rice 1 serving chicken afritada 2 pcs vegetable lumpia	_____	_____
15.	40	packs	Dinner	Day 3 1 bot 500ml water 1 cup rice 1 pc fried chicken 1 serving pancit bihon	_____	_____
16.	40	packs	Dinner	Day 4 1 bot 500 ml water 1 cup rice 1 serving chicken curry 2 slices pineapple	_____	_____
17.	20	refill	H2O	Gallon	_____	_____
			To provide refreshments for the participants of the Food Vendors Seminar on Food Safety and the Food Safety Inspectors. For the Period of October 13 & 14, 2026 Food Vendors Inspection, October 15, 2026 Seminar			
18.	70	packs	Snacks	1 bot 200ml softdrinks 5 pcs kakanin (puto cheese) <i>Note: for food vendors seminar on food safety</i>	_____	_____
19.	15	packs	Snacks	1 bot 200ml softdrinks 5 pcs kakanin (puto cheese) <i>Note: for food vendors inspection (1st visit)</i>	_____	_____
20.	15	packs	Snacks	1 bot 200ml softdrinks 5 pcs kakanin (puto cheese) <i>Note: for food vendors inspection (2nd visit)</i>	_____	_____



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			Meal provision for the medical response team for the REGIONAL SCUAA MEDICAL RESPONSE TEAM For the period of November 2026			
21.	30	packs	Snacks	Day 1 AM 1 bot 200ml softdrinks 2 pcs empanada	_____	_____
22.	30	packs	Snacks	Day 1 PM 1 bot 200ml softdrinks 1 pc cheese burger	_____	_____
23.	30	packs	Snacks	Day 2 AM 1 bot 200ml softdrinks 1 pc ensaymada	_____	_____
24.	30	packs	Snacks	Day 2 PM 1 bot 200ml softdrinks 1 pc mamon bread	_____	_____
25.	30	packs	Snacks	Day 3 AM 1 bot 200ml softdrinks 2 pcs kakanin	_____	_____
26.	30	packs	Snacks	Day 3 PM 1 bot 200ml softdrinks 1 pc chicken siopao medium	_____	_____
27.	30	packs	Snacks	Day 4 AM 1 bot 200ml softdrinks 1 pc banana turon	_____	_____
28.	30	packs	Snacks	Day 4 PM 1 bot 200ml softdrinks 1 pc beef burger	_____	_____
29.	30	packs	Lunch	Day 1 1 bot 500ml water 1 cup rice 1 pc fried chicken 1 serving pancit bihon	_____	_____
30.	30	packs	Lunch	Day 2 1 bot 500ml water 1 cup rice 1 serving stir fried veggies pinakbet 1 pc fried fish fillet	_____	_____
31.	30	packs	Lunch	Day 3 1 bot 500ml water 1 cup rice 1 serving chicken adobo with potato 1 serving pancit bihon	_____	_____



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32.	30	packs	Lunch	Day 4 1 bot 500ml water 1 cup rice 1 serving chicken curry 2 slices pineapple	_____	_____
			To provide light refreshments to speaker and facilitators during the Smoke-Free Activity For the Period November 6, 2026			
33.	30	packs	Snacks	1 bot 200ml soft drinks 1 pc beef burger with cheese	_____	_____
			To provide Meals and Snacks to Speakers and Facilitators for HIV/AIDS and DRUGS USE EFFECTS AWARENESS LECTURES For 4 Days			
34.	5	packs	Snacks	Day 1 AM 1 bot 200ml softdrinks 2 pcs empanada (chicken)	_____	_____
35.	5	packs	Snacks	Day 2 AM 1 bot 200ml softdrinks 5 pcs kakanin (puto cheese)	_____	_____
36.	5	packs	Snacks	Day 3 AM 1 bot 200ml softdrinks 1 pc cheese burger	_____	_____
37.	5	packs	Snacks	Day 4 AM 1 bot 200ml softdrinks 2 pcs empanada	_____	_____
38.	5	packs	Lunch	Day 1 1 bot 500ml water 1 cup rice 1 serving chopsuey 1 fried fish	_____	_____
39.	5	packs	Lunch	Day 2 1 bot 500ml water 1 cup rice 1 serving beef steak	_____	_____
40.	5	packs	Lunch	Day 3 1 bot 500ml water 1 cup rice 1 pc fried chicken 1 serving pancit	_____	_____
41.	5	packs	Lunch	Day 4 1 bot 500ml water 1 cup rice	_____	_____



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				1 serving chopsuey 1 pc fried fish		
				• Delivery Period: <u>Based on the Scheduled Date of Activity</u> • Delivery Location: <u>DOrSU – Main Campus</u> • Documentary Requirements: ✓ Mayor's/Business Permit ✓ DTI/SEC/CDA ✓ Tax Clearance ✓ PhilGEPS Registration Number ✓ Income/Business Tax Return ✓ Omnibus Sworn Statement, if applicable ---Nothing Follows---		

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 first page of this RFQ.

Company/Business Name: _____

Name of Authorized Representative: _____

Address: _____

Contact No.: _____

TIN: _____

Signature: _____

Date Submitted: _____