



REQUEST FOR QUOTATION (RFQ) No. 006-2024

Procurement Unit

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Shopping** for the items stated below, in accordance with **Section 52.1(b)** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The TSU hereinafter referred to as "the Buyer", now requests submission of a price quotation for the subject below:

Purchase Request No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2023-12-509 (SPMU)	VARIOUS OFFICE SUPPLIES	747,819.81
<i>Purpose: APP CSE 2023 (not available in PS-DBM)</i>		

Philgeps Posting: Active Date: 1/6/24 Closing Date: 1/11/24 Category: OFFICE SUPPLIES & SERVICES Reference No.: 10459657

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Latest Income / Business Tax Return
- Proof of PhilGeps Registration
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 20 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605
- Warranty shall be for a period minimum of three (3) months of expandable supplies, or a supplies/equipment after acceptance by the procuring entity of the delivered

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alteration, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than 1/11/24 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the underperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten (10%) percent of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The TSU reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of R.A 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


ELENA MAY T. TEOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 1/4/2024
RFQ No. 006-2024
PR No. 2023-12-509 (SPMU)

The Bids and Awards Committee
c/o Procurement Unit
TSU, Tarlac City
(045) 982-4630 / (045) 606-8157

Sir / Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
6	piece	CLEARBOOK, A4	30		
7	piece	CLEARBOOK, LEGAL	50		
8	box	CLIP, BACKFOLD, 19MM	50		
9	box	CONTINUOUS FORM, 1 PLY, 280 X 378MM	5		
10	box	CONTINUOUS FORM, 3 PLY 290 X 241MM, CARBONLESS	5		
11	box	CONTINUOUS FORM, 2 PLY 280MM X 378MM CARBONLESS	4		
12	piece	DATA FOLDER, MADE WITH CHIPBOARD, TAGLIA	50		
13	piece	ENVELOPE, EXPANDNG, PLASTIC	50		
14	box	ENVELOPE, MAILING, WHITE, 80 GSM	2		
15	piece	FILE ORGANIZER, EXPANDING, PLASTIC, 12-POCKETS	30		
16	piece	MAGAZINE FILE BOX, LARGE, MADE OF CHIPBOARD	40		
17	piece	MARKER, WHITEBOARD, RED, FELT TIP, BULLET TYPE	50		
18	pad	NOTE PAD 3" X 3"	92		
19	ream	PAPER, MULTICOPY, 80 GSM, SIZE: 216MMX 330MM	1000		
20	ream	PAPER, MULTI-PURPOSE 70GSM, A4	1500		
21	piece	SIGN PEN, BLACK, LIQUID/GEL INK, 0.5MM. NON-REFILLABLE	50		
22	unit	STAPLER HEAVY DUTY, BINDER TYPE	3		
23	roll	TAPE, MASKING 2"	50		
24	roll	TAPE, PACKAGING 2"	50		

Warranty : _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Date : _____
Company Name Registered : _____
E-mail Address : _____
Contact no. : _____

BANK DETAILS:

Bank Name : _____
Bank Address : _____
Bank Account Name : _____
Bank Account Number : _____



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10459657
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number: 006-2024	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	06/01/2024
Approved Budget for the Contract: PHP 747,819.81	Last Updated / Time	05/01/2024 13:32 PM
Delivery Period: 30 Day/s	Closing Date / Time	11/01/2024 13:00 PM
Client Agency:		
Contact Person: Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068142 tsucanvassing@gmail.com		

Description

For University used (APP CSE 2023)

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CLEARBOOK	A4	30	Piece	1,980.00
2	CLEARBOOK	LEGAL	50	Piece	4,125.00
3	CLIP	BACKFOLD, 19MM	50	Box	1,485.00
4	CONTINUOUS FORM	1 PLY, 280 X 378MM	5	Box	4,854.05
5	CONTINUOUS FORM	3 PLY 290 X 241MM, CARBONLESS	5	Box	8,404.00
6	CONTINUOUS FORM	2 PLY 280MM X 378MM CARBONLESS	4	Box	3,477.76
7	DATA FOLDER	MADE WITH CHIPBOARD, TAGLIA LOCK	50	Piece	3,775.00
8	ENVELOPE	EXPANDNG, PLASTIC	50	Piece	2,970.00
9	ENVELOPE	MAILING, WHITE, 80 GSM	2	Box	1,210.00
10	FILE ORGANIZER	EXPANDING, PLASTIC, 12 POCKETS	30	Piece	9,900.00
11	EXPANDING, PLASTIC, 12 POCKETS	LARGE, MADE OF CHIPBOARD	40	Piece	7,920.00
12	MARKER	WHITEBOARD, RED, FELT TIP, BULLET TYPE	50	Piece	3,190.00
13	NOTE PAD	3" X 3"	92	Pad	4,554.00
14	PAPER	MULTICOPY, 80 GSM, SIZE: 216MMX 330MM	1,000	Ream	280,500.00

15	PAPER	MULTI-PURPOSE 70GSM, A4	1,500	Ream	396,000.00
16	SIGN PEN	BLACK, LIQUID/GEL INK, 0.5MM, NON-REFILLABLE	50	Piece	3,575.00
17	STAPLER HEAVY DUTY	BINDER TYPE	3	Unit	1,650.00
18	TAPE	MASKING 2"	50	Roll	4,675.00
19	TAPE	PACKAGING 2"	50	Roll	3,575.00

Other Information

The bidders must download the attached documents in the associated component section.

Created by Tutchie Panlilio

Date Created 05/01/2024

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