



REQUEST FOR QUOTATION (RFQ) No. 040-2023

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 Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** 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
2023-01-025 (BAASO)	OFFICE SUPPLIES	504,625.00
Purpose: APP- 1st Quarter 2023 Business Center (for office supplies)		

Philgeps Posting: Active Date: 1-20-23
Closing Date: 1-25-23

Category: Office Supplies
Reference No.: 9415289

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:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
2. Bid Validity: 30 calendar days from submission of bids
3. Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605
4. Warranty shall be for a period minimum of three (3) months of expendable 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 1/15/23 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com / julietelaineacuna@yahoo.com / javy_carlos@yahoo.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: 1/18/2023
 RFQ No. 040-2023
 PR No. 2023-01-025 (BAASO)

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
1	pcs	PAPER , Oyster 9" x 12"; Conqueror texture contour (Diploma, Various Seminars)	8000		
3	pcs	PAPER , Black Grid, heat transfer for Colored Printing	500		
4	pcs	PAPER , Blue Grid, Heat Transfer for White Printing	300		
5	pcs	Battery , AA Rechargeable heavy duty	35		
6	pack	Laminating Film , 111 x 154 250 micron (100pcs)	20		
7	pack	PHOTO PAPER , High Glossy A4 230gsm (20sheests/pack)	25		

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 : _____



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Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9415289
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number: 040-2023	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Equipment Supplies and Consumables	Date Published	20/01/2023
Approved Budget for the Contract: PHP 504,625.00	Last Updated / Time	19/01/2023 11:43 AM
Delivery Period: 30 Day/s	Closing Date / Time	25/01/2023 13:00 PM
Client Agency:		
Contact Person: Elena May T. Teofilo Unit Head Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-2-092058494963 may_at_34@yahoo.com		

Description

for BAASO use
Line Items

Item No.	Description	Quantity	Unit	Estimated Price
1	Paper Oyster 9" x 12"; Conqueror texture contour (Diploma, Various Seminars)	8,000	Piece	384,000.00
2	Paper Black Grid, heat transfer for Colored Printing	500	Piece	30,000.00
3	Paper Blue Grid, Heat Transfer for White Printing	500	Piece	15,000.00
4	Battery AA Rechargeable heavy duty	35	Piece	35,000.00
5	Laminating Film 111 x 154 250 micron (100pcs)	20	Pack	36,000.00
6	Photo Paper High Glossy A4 230gsm (20sheests/pack)	25	Pack	4,625.00

Other Information

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

Created by Elena May T. Teofilo
Date Created 19/01/2023

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