



REQUEST FOR QUOTATION (RFQ) No. 385-2025

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
2025-08-251 (OBAAS)	PROCUREMENT OF OFFICE AND PRINTING SUPPLIES	260,000.00
Purpose: For BC- Print Shop use. APP 3rd Quarter 2025.		

Philgeps Posting: Active Date: 8/14/25 Closing Date: 8/20/25 Category: OFFICE SUPPLIES & SERVICES Reference No.: 12311843

Interested suppliers are required to submit the following documents:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Valid and Current Mayor's / Business Permit | <input type="checkbox"/> Latest Income / Business Tax Return |
| <input checked="" type="checkbox"/> Proof of PhilGeps Registration | <input checked="" type="checkbox"/> Omnibus Sworn Statement |
| <input type="checkbox"/> With Physical Store | <input type="checkbox"/> Brochure, if applicable |
| <input type="checkbox"/> FDA, if applicable | <input type="checkbox"/> Sample, if applicable |

TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 60 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 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 1-2) and eligibility documents is not later than 8/20/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at **tsucanvassing@gmail.com**
(045) 606-8110.

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.


MENCHIE DG. ABELLAR
Head, Procurement Unit

PRICE QUOTATION

Date: 08/12/2025
RFQ No. 385-2025
PR No. 2025-08-251 (OBAAS)

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	piece	Paper Coated (C2S) 100gsm A3	5000		
2	piece	Paper Coated (C2S) 100gsm 11x17	5000		
3	unit	Eyelet Puncher, Heavy Duty, for Tarpaulin with mold and wheels.	2		

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 : _____



PhilGEPS

Philippine Government Electronic Procurement System

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12311843
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Office and Printing Supplies
Area of Delivery Tarlac

Solicitation Number:	385-2025	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 Supplies and Devices	Date Published	14/08/2025
Approved Budget for the Contract:	PHP 260,000.00	Last Updated / Time	13/08/2025 16:36 PM
Delivery Period:	30 Day/s	Closing Date / Time	20/08/2025 13:00 PM
Client Agency:			
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

Description					
For BC- Print Shop use. APP 3rd Quarter 2025.					
Line Items					
		Description	Quantity	Unit	Amount (PHP)
1	Paper Coated	(C2S) 100gsm A3	5,000	Piece	100,000.00
2	Paper Coated	(C2S) 100gsm 11x17	5,000	Piece	150,000.00
3	Eyelet Puncher	Heavy Duty, for Tarpaulin with mold and wheels.	2	Unit	10,000.00
Other Information					
The bidders must download the attached documents in the associated component section.					
Note: Award shall be on a "per line item" basis.					
Please refer to the Request for Quotation for complete specifications					

Created by Tutchie Panlilio
Date Created 13/08/2025

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