



REQUEST FOR QUOTATION

RFQ No. 312-2026

Date: July 22, 2026

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Janitorial Supplies, Cleaning Equipment and Maintenance Tools** with an Approved Budget for the Contract of **One Million Two Hundred Twenty-Three Thousand One Hundred Twenty-Five Pesos (Php 1,223,125.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00PM of 30 July 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

DR. MARLON V. GAMIDO

Chairperson, Bids and Awards Committee-Goods and Services

Tarlac State University
Romulo Boulevard, San Vicente Tarlac City
Telephone No. (045) 606-8157
Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- ☒ Valid Business/Mayor's Permit
- ☒ PhilGEPS Registration Number
- ☐ Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance)
- ☒ Notarized Omnibus Sworn Statement, if applicable
- ☒ Latest Income/Business Tax Return, if applicable
- ☒ Others, FDA APPROVED / LTO / CPR

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

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:


MENCHIE D. ABELLAR

Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1. Do not alter the contents of this form in any way.
- 2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
- 3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
- 4. 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 will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
- 7. 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.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. The following shall be observed in accomplishing the Quotation/Proposal Form:

1

2

Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply)
			YES or NO
1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance; 2. Check if compliant with the specifications or not.			

- 3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
- 4. 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.
- 5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
- 6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
- 9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 10. The item/s shall be delivered according to the accepted offer of the bidder.
- 11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 12. Payment shall be made after delivery and upon the submission of the required supporting documents.
- 13. 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. TSU 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.
- 14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
- 15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee
Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications		Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Janitorial Supplies, Cleaning Equipment and Maintenance Tools				
1	Air Freshener , Spray can type, lemon scents 400ml	100 cans		
2	BLEACH , Liquid Bleach (3785ml/gal) 99.9% antibac, kill disease causing germs and viruses, Whitens removed stains, Deodorizes shortens cleaning time.	250 gallons		
3	Soft Broom (Thick)	250 pieces		
4	Stick Broom (Thick)	350 pieces		
5	Microfiber Cloth	75 pieces		
6	Cordless Leaf Hand Blower , Dust Extractor Brushless Motor P20S Powershare IPT. Specification: Brushless motor, Voltage 20V, No-Load speed 0-18500rpm, Average air volume: 8.5m3/min, Maximum air speed 144km/h, Variable speed control, Inclusion: 2pcs 2.0aH Battery pack (FBL12001), 1pc charger (FCL12001E), CHARGE VOLTS: 220-240v-50/60Hz.	15 units		
7	Deodorant Cake (Deodorizer)Any scents, 100gms	500 pieces		
8	Disinfectant spray 400ml	200 cans		
9	Dust Mop handle , (Plastic)	150 pieces		
10	Dust Pan , indoor plastic 24cm x 27.5cm	50 pieces		
11	Fabric Conditioner , slightly viscous liquid, fresh floral fragrance 3785ml	45 gallons		
12	Hand soap	300 gallons		
13	Insect Spray water based (KWIK) 500ml	400 cans		
14	Insecticide , for Campus Plants and Trees (HIGAD), FPA, Registered contact insecticides with active ingredients: Lamba-cyhalothrin or Chlorpyrifos	20 gallons		
15	Mop Cloth for TSU Gym Flooring (13cm x 92.5cm)	20 pieces		
16	Mop Head/ Cloth , Cotton 400g	300 pieces		
17	Pail , heavy duty Hard Plastic, 20 liters capacity	30 pieces		
18	Portable Vacuum Cleaner , Wireless, rechargeable, and strong Suction. Voltage: 20V, Dust Capacity: 0.5L, Pressure 9kpa, HEPA: Filter, Lock on Switch, Included 1 x Battery pack 2.0Ah (FBL12001), 1 x Fast charger(FCL12001E), Charge Volts: 220-204V-50/60Hz, 1 x crevice nozzle, 1 x dust brush (With soft bristles)	30 units		
19	Rag , Cotton, (7") dia. Stofa Cloth	100 kgs		
20	Scrub Pad 5pcs/pack	300 packs		

21	Nylon cord (Tansi), for Grass cutter Approximately 25 meters/roll 300mm	200 rolls		
22	Trash Bag, Transparent plastic, XXXL, 10pcs/roll	300 rolls		
23	Trolly Cart, Hand Truck Trolly Pushcart 500kg, 550 load capacity (See Attached picture).	10 units		
24	Fogging Machine, THERMO-FOGGER, Model F-982, 230-250Volts, 4AMPS 50-60CYCLE (See Attached picture)	2 units		
Warranty Period (for equipment, tools, and devices)				
Delivery Period (<u>30</u> calendar days)				
nothing as follows				

Payment Terms

Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

Interested suppliers shall provide the following Bank Details in the statement of compliance column:

Bank Name: _____

Bank Branch/Address: _____

Bank Account Name: _____

Bank Account Number: _____

FINANCIAL OFFER:

Procurement of Janitorial Supplies, Cleaning Equipment and Maintenance Tools				
Approved Budget for the Contract (ABC):				
One Million Two Hundred Twenty-Three Thousand One Hundred Twenty-Five Pesos (Php 1,223,125.00)				
	Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
1	Air Freshener, Spray lemon scents 400ml	100		
2	BLEACH, Liquid Bleach (3785ml/gal)	250		
3	Soft Broom (Thick)	250		
4	Stick Broom (Thick)	350		
5	Microfiber Cloth	75		
6	Cordless Leaf Hand Blower, Dust Extractor Brushless Motor P20S Powershare	15		
7	Deodorant Cake (Deodorizer)Any scents, 100gms	500		
8	Disinfectant spray 400ml	200		
9	Dust Mop handle, (Plastic)	150		
10	Dust Pan, indoor plastic 24cm x 27.5cm	50		

11	Fabric Conditioner, fresh floral fragrance 3785ml	45		
12	Hand soap	300		
13	Insect Spray water based (KWIK) 500ml	400		
14	Insecticide, for Campus Plants and Trees (HIGAD),	20		
15	Mop Cloth for TSU Gym Flooring (13cm x 92.5cm)	20		
16	Mop Head/ Cloth, Cotton 400g	300		
17	Pail, heavy duty Hard Plastic, 20 liters capacity	30		
18	Portable Vacuum Cleaner, Wireless, rechargeable	30		
19	Rag, Cotton, (7") dia. Stofa Cloth	100		
20	Scrub Pad 5pcs/pack	300		
21	Nylon cord (Tansi), 25 meters/roll 300mm	200		
22	Trash Bag, Transparent plastic, XXXL, 10pcs/roll	300		
23	Trolley Cart, Hand Truck Trolley Pushcart 500kg	10		
24	Fogging Machine, THERMO-FOGGER	2		
			Grand Total	

Total Offered Quotation	In Words:
	In Figures:

Signature Over Printed Name

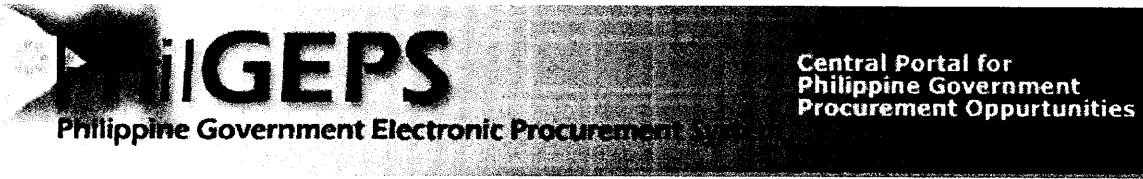
Position/Designation

Company Registered Name

Office Telephone/Mobile Nos.

Email Address/es

Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13147537
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Janitorial Supplies, Cleaning Equipment and Maintenance Tools
Area of Delivery Tarlac

Solicitation Number:	312-2026	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Janitorial Supplies		
Approved Budget for the Contract:	PHP 1,223,125.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	23/07/2026
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	Last Updated / Time	22/07/2026 11:04 AM
		Closing Date / Time	30/07/2026 13:00 PM

Description					
for maintenance of the University facilities and grounds					
Line Items					
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Air Freshener	Spray can type, lemon scents 400ml	100	Can	25,000.00
2	BLEACH	Liquid Bleach (3785ml/gal) 99.9% antibac, kill disease causing germs and viruses, Whitens removed stains, Deodorizes shortens cleaning time.	250	Gallon	100,000.00
3	Soft Broom	(Thick)	250	Piece	50,000.00
4	Stick Broom	(Thick)	350	Piece	29,750.00
5	Micro fiber Cloth	Microfiber Cloth	75	Piece	7,875.00
6	Cordless Leaf Hand Blower	Dust Extractor Brushless Motor P20S Powershare IPT. Specification: Brushless motor, Voltage 20V, No-Load speed 0-18500rpm, Average air volume: 8.5m3/min, Maximum air speed 144km/h, Variable speed control, Inclusion: 2pcs 2.0aH Battery pack (FBL120	15	Unit	90,000.00
7	Deodorant Cake	(Deodorizer)Any scents, 100gms	500	Piece	35,000.00
8	Disinfectant spray	400ml	200	Can	90,000.00
9	Dust Mop handle	(Plastic)	150	Piece	27,000.00
10	Dust Pan	Indoor plastic 24cm x 27.5cm	50	Piece	9,000.00
11	Fabric Conditioner	slightly viscous liquid, fresh floral fragrance 3785ml	45	Gallon	27,000.00
12	Hand soap	Hand soap	300	Gallon	135,000.00

13	Insect Spray	water based (KWIK) 500ml	400	Can	192,000.00
14	Insecticide	for Campus Plants and Trees (HIGAD), FPA, Registered contact insecticides with active ingredients: Lamba-cyhalothrin or Chlorpyrifos	20	Gallon	39,000.00
15	Mop Cloth	for TSU Gym Flooring (13cm x 92.5cm) 20 pieces	20	Piece	5,600.00
16	Mop Head/ Cloth	Cotton 400g	300	Piece	28,500.00
17	Pail	heavy duty Hard Plastic, 20 liters capacity	30	Piece	8,400.00
18	Portable Vacuum Cleaner	Wireless, rechargeable, and strong Suction. Voltage: 20V, Dust Capacity: 0.5L, Pressure 9kpa, HEPA: Filter, Lock on Switch, Included 1 x Battery pack 2.0Ah (FBLI2001), 1 x Fast charger(FCLI2001E), Charge Volts: 220-204V-50/60Hz, 1 x crevice nozzle, 1	30	Unit	75,000.00
19	Rag	Cotton, (7") dia. Stofa Cloth	100	Kilo	9,500.00
20	Scrub Pad	5pcs/pack	300	Pack	19,500.00
21	Nylon cord (Tansi)	for Grass cutter Approximately 25 meters/roll 300mm	200	Roll	40,000.00
22	Trash Bag	Transparent plastic, XXXL, 10pcs/roll	300	Roll	75,000.00
23	Trolly Cart	Hand Truck Trolly Pushcart 500kg, 550 load capacity (See Attached picture).	10	Unit	45,000.00
24	Fogging Machine	THERMO-FOGGER, Model F-982, 230-250Volts, 4AMPS 50-60CYCLE (See Attached picture)	2	Unit	60,000.00
Other Information The bidders must download the attached documents in the associated component section. Note: Award shall be on a "per line item" basis. For the complete specifications, please refer to the attached Request for Quotation.					

Created by Tutchie Panlilio
Date Created 22/07/2026

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.