



## REQUEST FOR QUOTATION (RFQ) No. 365-2025

### 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
2025-07-241 (SPMU)	PROCUREMENT OF PRINTER CONSUMABLES	52,500.00
Purpose: For SPMU New warehouse use.		

Philgeps Posting: Active Date: 7/30/25 Category: OFFICE EQUIP. SUPPLIES & CONSUMABLES  
Closing Date: 8/5/25 Reference No.: 12262294

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:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
2. Bid Validity: 60 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 1-2) and eligibility documents is not later than 8/5/25 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: 07/22/2025  
RFQ No. 365-2025  
PR No. 2025-07-241 (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
1	piece	LK TAPE CARTRIDGE 24mm x 9m LK-GWBN (for EPSON label printer)	70		

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 : \_\_\_\_\_



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12262294  
Procuring Entity TARLAC STATE UNIVERSITY  
Title Procurement of Printer Consumables  
Area of Delivery Tarlac

Solicitation Number:	365-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 52,500.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	30/07/2025
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	29/07/2025 14:35 PM
		Closing Date / Time	05/08/2025 13:00 PM

Description					
For SPMU Warehouse use.					
Line Items					
Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	LK TAPE CARTRIDGE	24mm x 9m LK-GWBN (for EPSON label printer)	70	Piece	52,500.00
Other Information					
The bidders must download the attached documents in the associated component section.					

Created by Tutchie Panlilio  
Date Created 29/07/2025

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