



# REQUEST FOR QUOTATION (RFQ) No. 238-2020

## 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
2022-05-123 (BAASO)	VARIOUS OFFICE SUPPLIES	695,000.00

Purpose: for office use (APP 1st quarter 2022).

Philgeps Posting: Active Date: 5/18/22 Closing Date: 5/24/22 Category: Office Supplies Reference No.: 8673922

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: 30 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 5/24/22 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.com) / [julielaineacuna@yahoo.com](mailto:julielaineacuna@yahoo.com) / [javy\\_carlos@yahoo.com](mailto: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.

  
**CARLOTA M. MARCOS**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date: 5/17/22  
 RFQ No. 238-2022  
 PR No. 2022-05-123 (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)	8,000		
2	pcs	Paper, vellum, 8 1/2" x 13", 120 gsm, white	25,000		

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 : \_\_\_\_\_

Form No.: TSU-PRO-SF-06	Revision No.: 06	Effectivity Date: March 5, 2020	Page 2 of 2
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**PhilGEPS**

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8673922  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Various Office Supplies  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 238-2022	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Office Supplies and Devices	<b>Date Published</b>	18/05/2022
<b>Approved Budget for the Contract:</b> PHP 695,000.00	<b>Last Updated / Time</b>	17/05/2022 17:23 PM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	24/05/2022 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157  julietelaineacuna@yahoo.com		

**Description**

For BAASO use.

**Line Items**

Item No.	Description	Quantity	Unit	Amount
1	Paper Oyster 9"x12" Conqueror texture contour (Diploma, Various Seminars)	8,000	Piece	320,000.00
2	Paper Vellum 8 1/2"x13" 120gsm, white	25,000	Piece	375,000.00

**Other Information**

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

**Created by** Juliet Elaine Acuna  
**Date Created** 17/05/2022

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