



REQUEST FOR QUOTATION (RFQ) No. 773-2023

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 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
2023-10-413 (OTDTC)	VARIOUS OFFICE SUPPLIES	78,625.00
<i>Purpose: Establishment of DOST-TSU Aslagan TBI</i>		

Philgeps Posting: Active Date: 10/27/23 Closing Date: 11/12/23 Category: Office Supplies & Rentals Reference No.: 10264598

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- Latest Income / Business Tax Return
- Omnibus Sworn Statement
- Brochure, if applicable

TSU Condition of Sale:

- Delivery Schedule: 70 calendar days from receipt of approved PO/NTP
- Bid Validity: 70 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 11/3/23 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com

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.


MELENA MAY T. TEOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 10/25/2023
 RFQ No. 773-2023
 PR No. 2023-10-413 (OTDTC)

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	box	CLIP, backfold, 19mm	10		
2	box	CLIP, backfold, 25mm	20		
3	box	CLIP, backfold, 32mm	10		
4	box	CLIP, backfold, 50mm	20		
5	box	Fastener, Metal, 70mm	5		
6	box	FOLDER, pressboard, 100pcs/box	5		
7	box	MARKER, Whiteboard, black, felt tip, bullet type (12pcs/box)	5		
8	roll	TAPE, masking, width: 48mm (±1mm), length:50 meters	10		
9	roll	TAPE, transparent, width: 48mm (±1mm), length:50 meters	10		
10	ream	PAPER, multi-purpose, 70gsm, A4	30		
11	ream	PAPER, multi-purpose, 70gsm, legal	30		
12	box	ENVELOPE, Documentary, Legal (500pcs)	1		
13	unit	Magnetic whiteboard 27 inch (h), 48 inch(w) with stand and wheels	1		
14	piece	CLIP BOARD, plastic, 8.5 x 13in size	15		
15	box	BALLPEN, black, fine-point 0.7mm, gel pen, retractable (12 pcs/box)	5		
16	box	BALLPEN, black, fine-point 0.5mm, gel pen, (12 pcs/box)	5		

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 : _____

PRICE QUOTATION

Date: 10/24/2023
 RFQ No. 773-2023
 PR No. 2023-10-413 (OTDTC)

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
17	box	BALLPEN, red, fine point 0.7mm, gel pen, retractable (12 pcs/box)	5		
18	box	BALLPEN, red, fine point 0.5mm, gel pen, (12 pcs/box)	5		
19	ream	VELLUM PAPER, A3 size, white, 220 gsm (10 sheets/ream)	10		
20	ream	VELLUM PAPER, A4 size, white, 220 gsm (10 sheets/ream)	10		
21	ream	VELLUM PAPER, legal size, white, 220 gsm (10 sheets/ream)	10		
22	piece	CORK BOARD, 30x40 cm	5		
23	pack	STICKY NOTES, multi-colored, 3x3 in (200 sheets/pack)	10		
24	pack	STICKY NOTES, film index, multi-colored, 1.24x4.5 cm, 5 in 1 neon arrows (125 sheets/pack)	20		
25	pack	PUSH PINS, multi-colored (100 pcs/pack)	5		
30	piece	FILE TRAY, 3 layers	5		
31	pack	CARTOLINA, white, 100 gsm, 22.5x28.5 in, 3 rolls/pack	50		

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 : _____

PRICE QUOTATION

Date: 10/24/2023
 RFQ No: 773-2023
 PR No. 2023-10-413 (OTDTC)

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
32	box	MARKER, Permanent, black, felt tip, bullet type (12 pcs/box)	2		
33	box	PENCIL, high quality and resistance granite mine, with eraser (12 pcs/box)	3		
34	piece	ERASER, Premium quality for first-class erasing performance, Minimal crumbling, Protective PP-film with practical tear-and-open strip, Sliding sleeve for convenient handling, Phthalate and latex free, Age-resistant, Best erasing performance with little wear	20		
35	piece	TAPE DISPENSER, blue, heavy-duty dual-core that holds 1" and 3" core tapes	5		
45	roll	LAMINATING FILM, 12in x 100m 125 mic	3		
47	piece	PAPER CUTTER, wood base, with paper indicator (A4/B5/A5/B6/B7)	1		
48	piece	FILE BOX, blue, long	40		
49	piece	PUNCHER, black, heavy duty, double hole puncher with measurement	5		
50	piece	PENCIL SHARPENER, black, stainless steel with metal body, suitable for 6-8mm wooden pencil	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 : _____

PRICE QUOTATION

Date: 10/24/2023
 RFQ No. 773-2023
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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
51	pack	GLUE STICK, all-purpose glue stick, non-toxic, acid-free, packaging size 6g	10		
52	piece	STAPLER, black, no. 26/6 50 pcs staples, no. 24/6 100 pcs staples, safe lock for loading staples	5		
53	box	STAPLE WIRE, 6mm, 24/6, 1000 staples/box	100		
55	piece	THERMAL LAMINATOR, black, 15.2 x 6 x 4.5 inches	1		
65	piece	Double sided tape 1/2 x 10m	20		
66	box	Sign pen 1.0mm, black, gel ink (12 pcs/box)	5		
67	box	Sign pen 0.7mm, black, gel ink (12 pcs/box)	5		

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 : _____



GEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10264598
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number: 773-2023	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	3
Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Office Supplies and Devices	Date Published	27/10/2023
Approved Budget for the Contract: PHP 78,625.00	Last Updated / Time	26/10/2023 15:06 PM
Delivery Period: 30 Day/s	Closing Date / Time	03/11/2023 13:00 PM
Client Agency:		
Contact Person: Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philippines Tarlac Philippines 2300 63-2-092058494963 elenamayteofilo73@gmail.com		

Description

for OTDTC - ASLAGAN office

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget
1	CLIP	backfold, 19mm	10	Box	500.00
2	CLIP	backfold, 25mm	20	Box	1,400.00
3	CLIP	backfold, 32mm	10	Box	800.00
4	CLIP	backfold, 50mm	20	Box	2,000.00
5	Fastener	Metal, 70mm	5	Box	500.00
6	FOLDER	pressboard, 100pcs/box	5	Box	5,000.00
7	MARKER	Whiteboard, black, felt tip, bullet type (12pcs/box)	5	Box	700.00
8	TAPE	masking, width: 48mm (±1mm), length:50 meters	10	Roll	500.00
9	TAPE	transparent, width: 48mm (±1mm), length:50 meters	10	Roll	400.00
10	PAPER	multi-purpose, 70gsm, A4	30	Ream	8,100.00
11	PAPER	multi-purpose, 70gsm, legal	30	Ream	9,000.00
12	ENVELOPE	Documentary, Legal (500pcs)	1	Box	1,100.00
13	Magnetic whiteboard	27 inch (h), 48 inch(w) with stand and wheels	1	Unit	7,500.00
14	CLIP BOARD	plastic, 8.5 x 13in size	15	Piece	1,950.00
15	BALLPEN	black, fine point 0.7mm, gel pen, retractable (12 pcs/box)	5	Box	650.00

16	BALLPEN	black, fine point 0.5mm, gel pen, (12 pcs/box)	5	Box	650.00
17	BALLPEN	red, fine point 0.7mm, gel pen, retractable (12 pcs/box)	5	Box	550.00
18	BALLPEN	red, fine point 0.5mm, gel pen, (12 pcs/box)	5	Box	650.00
19	VELLUM PAPER	A3 size, white, 220 gsm (10 sheets/ream)	10	Ream	750.00
20	VELLUM PAPER	A4 size, white, 220 gsm (10 sheets/ream)	10	Ream	400.00
21	VELLUM PAPER	legal size, white, 220 gsm (10 sheets/ream)	10	Ream	450.00
22	CORK BOARD	30x40 cm	5	Piece	1,750.00
23	STICKY NOTES	multi-colored, 3x3 in (200 sheets/pack)	10	Pack	1,100.00
24	STICKY NOTES	film index, multi-colored, 1.24x4.5 cm, 5 in 1 neon arrows (125 sheets/pack)	20	Pack	1,000.00
25	PUSH PINS	multi-colored (100 pcs/pack)	5	Pack	275.00
26	FILE TRAY	3 layers	5	Piece	1,500.00
27	CARTOLINA	white, 100 gsm, 22.5x28.5 in, 3 rolls/pack	50	Pack	1,500.00
28	MARKER	Permanent, black, felt tip, bullet type (12 pcs/box)	2	Box	280.00
29	PENCIL	high quality and resistance granite mine, with eraser (12 pcs/box)	3	Box	360.00
30	ERASER	Premium quality for first-class erasing performance. Minimal crumbling, Protective PP-film with practical tear-and-open strip. Sliding sleeve for convenient handling, Phthalate and latex free, Age-resistant, Best erasing performance with little wear	20	Piece	1,400.00
31	TAPE DISPENSER	blue, heavy-duty dual-core that holds 1" and 3" core tapes	5	Piece	1,500.00
32	LAMINATING FILM	12in x 100m 125 mic	3	Roll	900.00
33	PAPER CUTTER	wood base, with paper indicator (A4/B5/A5/B6/B7)	1	Piece	510.00
34	FILE BOX	blue, long	40	Piece	6,400.00
35	PUNCHER	black, heavy duty, double hole puncher with measurement	5	Piece	900.00
36	PENCIL SHARPENER	black, stainless steel with metal body, suitable for 6-8mm wooden pencil	2	Piece	1,300.00
37	GLUE STICK	all-purpose glue stick, non-toxic, acid-free, packaging size 6g	10	Pack	400.00
38	STAPLER	black, no. 26/6 50 pcs staples, no. 24/6 100 pcs staples, safe lock for loading staples	5	Piece	1,500.00
39	STAPLE WIRE	6mm, 24/6, 1000 staples/box	100	Box	2,000.00
40	THERMAL LAMINATOR	black, 15.2 x 6 x 4.5 inches	1	Piece	4,000.00
41	Double sided tape	1/2 x 10m	20	Piece	1,000.00
42	Sign pen	1.0mm, black, gel ink (12 pcs/box)	5	Box	2,700.00
43	Sign pen	0.7mm, black, gel ink (12 pcs/box)	5	Box	2,700.00

Other Information

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

Created by Tutchie Pantillo

Date Created 26/10/2023

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