



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 007-2021

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
2021-01-006 (ARO)	I.T. CONSUMABLES	111,050.00
<i>Purpose: FOR OFFICE USE</i>		

Philgeps Posting: Active Date: 1/19/21 Closing Date: 1/22/21 Category: IT parts Accessories & Perip Reference No.: 74/5585

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: 20 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) and eligibility documents is not later than 1/22/2021 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.


CARLOTA M. MARCOS
 Head, Procurement Unit

PRICE QUOTATION

Date: _____
 RFQ No. 007-2021
 PR No. 2021-01-006 (ARO)

The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
 (045) 606 -8142

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
2	cart	TONER CARTRIDGE, HP 17A	20		
7	cart	RIBBON, CART, R7310 CORRECTABLE CASSETTE RIBBON FOR OLYMPIA COMPACT 5 DM	3		

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 7415585
Procuring Entity TARLAC STATE UNIVERSITY
Title I.T. CONSUMABLES
Area of Delivery Tarlac

Solicitation Number: 007-2021 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) Classification: Goods Category: Information Technology Parts & Accessories & Perip Approved Budget for the Contract: PHP 111,050.00 Delivery Period: 30 Day/s Client Agency:	Status Active Associated Components 1 Bid Supplements 0 Document Request List 5 Date Published 19/01/2021 Last Updated / Time 19/01/2021 00:00 AM Closing Date / Time 22/01/2021 13:00 PM
Contact Person: Jasmin Taguines Fontanilla Admin Aide IV Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-9824630 63-045-9824630 jtfontanilla@yahoo.com	

Description

Inclusion:
 Toner Carriage, HP 17A
 Ribbon, Cart, R7310 Correctable Cassette Ribbon for Olympia Compact 5 DM

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Toner Carriage, HP 17A	see attached	20	Cartridge	110,000.00
2	Ribbon, Cart, R7310	see attached	3	Cartridge	1,050.00

Created by Jasmin Taguines Fontanilla
Date Created 18/01/2021

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