



REQUEST FOR QUOTATION (RFQ) No. 252-2025

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
2025-094 (OPA)	SOFTWARE AND SUBSCRIPTION	54,000.00
<i>Purpose: for Public Affairs Office use.</i>		

Philgeps Posting: Active Date: 5/7/25 Closing Date: 5/13/25 Category: SERVICES Reference No.: 12613389

Interested suppliers are required to submit the following documents:

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

TSU Condition of Sale:

- Delivery Schedule: 20 calendar days from receipt of approved PO/NTP
- Bid Validity: 60 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 1-2) and eligibility documents is not later than 5/13/25 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: 05/02/2025
 RFQ No. 252-2025
 PR No. 2025-094 (OPA)

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	lot	SOFTWARE AND SUBSCRIPTION	1		
		Subscription for Envato previously known as Envato Elements for Team (3 members) for one (1) year.			
		1 License - Envato (previously known as Envato Elements) is a one-stop destination for creative assets. With one simple subscription, one can enjoy unlimited downloads of over 21+ million high quality assets and templates across the widest range of asset types. They are always adding new assets daily, but some of their most popular categories include: 3D; Add-ons for Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Procreate. Figma and Sketch (Actions and Presets, Brushes, Layer Styles, and Palettes); Fonts; Graphics, Graphic Templates; Stock Photos; Presentation; Templates, Royalty-Free Music; Sound Effects; Stock Video; Video Templates: Photos; Web Templates; CMS (Content Management System) Templates and Themes; WordPress Themes, Plugins, and Elementor Template Kits, Extensions for Canva, Figma, Adobe Premiere Pro, Adobe Express, and WordPress; AI Labs 1-year subscription Can be used by 3 members simultaneously			

Warranty : _____

The above-quoted price is inclusive of all costs and applicable taxes

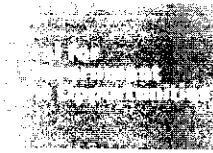
Very truly yours,

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 12013589
Procuring Entity TARLAC STATE UNIVERSITY
Title Software and Subscription
Area of Delivery Tarlac

Solicitation Number:	252-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Services	Date Published	07/05/2025
Approved Budget for the Contract:	PHP 54,000.00	Last Updated / Time	06/05/2025 10:27 AM
Delivery Period:	20 Day/s	Closing Date / Time	13/05/2025 13:00 PM
Client Agency:			
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		

Description

for Public Affairs Office use.

Subscription for Envato previously known as Envato Elements for Team (3 members) for one (1) year. 1 License - Envato (previously known as Envato Elements) is a one-stop destination for creative assets. With one simple subscription, one can enjoy unlimited downloads of over 21+ million high-quality assets and templates across the widest range of asset types. They are always adding new assets daily, but some of their most popular categories include:

3D; Add-ons for Adobe Photoshop, Adobe Lightroom, Adobe Illustrator, Procreate. Figma and Sketch (Actions and Presets, Brushes, Layer Styles, and Palettes); Fonts; Graphics, Graphic Templates; Stock Photos; Presentation; Templates, Royalty-Free Music; Sound Effects; Stock Video; Video Templates; Photos; Web Templates; CMS (Content Management System) Templates and Themes; WordPress Themes, Plugins, and Elementor Template Kits, Extensions for Canva, Figma, Adobe Premiere Pro, Adobe Express, and WordPress; All Labs 1-year subscription

Can be used by 3 members simultaneously

Line Items

Item No.	Description	Quantity	Unit	Amount
1	Software and Subscription	1	Lot	54,000.00
	Subscription for Envato previously known as Envato Elements for Team (3 members) for one (1) year, please see the attached Description*			

Other Information

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

Note: This item is to be acquired as a lot.

For the complete specifications, please refer to the attached Request for Quotation

Created by Tutchie Panlilio

Date Created 06/05/2025

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.