



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 585-2022

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
2022-10-319 (PROC)	VARIOUS OFFICE SUPPLIES	630,670.24

Purpose: for APP CSE 2022 (not available in PS-DBM).

Philgeps Posting: Active Date: 10-21-22 Closing Date: 10-27-22 Category: Office supplies Reference No.: 9139636

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: 120 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 10-27-22 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at tsucanvassing@gmail.com / julietelaineacuna@yahoo.com / 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.


ELENA MAY T. TOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 10/19/2022
 RFQ No. 585-2022
 PR No. 2022-10-319 (PROC)

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
2	Pack	BATTERY, dry cell, AAA	315		
3	Pack	BATTERY, dry Cell, size AA	77		
4	Pack	BATTERY, dry Cell, size D	12		
5	Tube	BLADE, for general purpose cutter / utility knife	57		
9	Piece	CLEARBOOK, 20 transparent pockets, A4	10		
10	Box	CLIP, backfold, 19mm	162		
11	Box	CLIP, backfold, 25mm	249		
12	Box	CLIP, backfold, 32mm	166		
13	Box	CLIP, backfold, 50mm	275		
14	Box	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	35		
15	Piece	CUTTER/UTILITY KNIFE, for general purpose	56		
16	Piece	DATA FILE BOX	1,868		
17	Piece	DATA FOLDER	236		
18	Piece	DATING AND STAMPING MACHINE	20		
20	Box	ENVELOPE, expanding, kraft, legal	138		
21	Piece	ENVELOPE, expanding, plastic	507		
22	Box	ENVELOPE, Mailing, White	9		
23	Box	FASTENER, metal	348		
24	SET	FILE TAB DIVIDER, bristol board, for A4	32		
25	Set	FILE TAB DIVIDER, legal	92		

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: 10/19/2022
 RFQ No. 585-2022
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The Bids and Awards Committee
 c/o Procurement Unit
 TSU, Tarlac City
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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
26	Pack	FOLDER, L-type, plastic, legal	23		
27	Box	FOLDER, pressboard	138		
28	Piece	MAGAZINE FILE BOX, large	5		
29	Piece	MARKER, permanent, felt tip, bullet type, RED	36		
30	Piece	MARKER, whiteboard, felt tip, bullet type, Blue	117		
31	Piece	MARKER, whiteboard, felt tip, bullet type, Red	98		
32	Pad	NOTE PAD, stick on, 3" x 3"	8		
33	Pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	48		
34	Pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	8		
35	Box	PAPER CLIP, vinyl/plastic coated, 33mm	445		
36	Box	PAPER CLIP, vinyl/plastic coated, 50mm	390		
38	Piece	PUNCHER, paper, heavy duty	20		
39	Box	RUBBER BAND, No. 18	52		
40	Pair	SCISSORS, symmetrical / assymetrical	2		
42	Box	STAPLE WIRE, for heavy duty staplers (23/13)	33		
43	Unit	STAPLER, Binder Type, Heavy Duty	1		
44	Roll	TAPE, masking, 24mm	347		
45	Roll	TAPE, masking, 48mm	271		
46	Roll	TAPE, packaging, 48mm	94		
47	Roll	TAPE, transparent, 24mm	819		
48	Roll	TAPE, transparent, 48mm	415		

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 9139636
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number: 585-2022 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Office Supplies and Devices Approved Budget for the Contract: PHP 630,670.24 Delivery Period: 30 Day/s Client Agency:	Status Pending
	Associated Components 3
	Bid Supplements 0
	Document Request List 0
	Date Published 21/10/2022
Contact Person: Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157 julietelaineacuna@yahoo.com	Last Updated / Time 20/10/2022 07:18 AM
	Closing Date / Time 27/10/2022 13:00 PM

Description

for university use.

Line Items

Item No	Product/Service Name	Description	Quantity	UOM	Unit Price
1	BATTERY	dry cell, AAA	315	Pack	5,777.10
2	BATTERY	dry Cell, size AA	77	Pack	1,577.73
3	BATTERY	dry Cell, size D	12	Pack	1,154.40
4	BLADE	for general purpose cutter / utility knife	57	Tube	844.74
5	CLEARBOOK	20 transparent pockets, A4	10	Piece	329.10
6	CLIP	backfold, 19mm	162	Box	1,412.64
7	CLIP	backfold, 25mm	249	Box	3,672.75
8	CLIP	backfold, 32mm	166	Box	4,242.96
9	CLIP	backfold, 50mm	275	Box	15,411.00
10	COMPUTER CONTINUOUS	1 ply; 280 X 241mm	35	Box	30,889.25

	FORM				
11	CUTTER/UTILITY KNIFE	for general purpose	56	Piece	1,872.08
12	DATA FILE BOX	DATA FILE BOX	1,868	Piece	144,209.60
13	DATA FOLDER	DATA FOLDER	236	Piece	16,199.04
14	DATING AND STAMPING MACHINE	DATING AND STAMPING MACHINE	20	Piece	9,079.20
15	ENVELOPE	expanding, kraft, legal	138	Box	101,899.20
16	ENVELOPE	expanding, plastic	507	Piece	15,458.43
17	ENVELOPE	mailing, white	9	Box	3,892.68
18	FASTENER	metal	348	Box	32,934.72
19	FILE TAB DIVIDER	bristol board, for A4	32	Set	356.16
20	FILE TAB DIVIDER	legal	92	Set	1,309.16
21	FOLDER	L-type, plastic, legal	23	Pack	5,487.11
22	FOLDER	pressboard	138	Box	131,464.32
23	MAGAZINE FILE BOX	large	5	Piece	208.00
24	MARKER	permanent, felt tip, bullet type, red	36	Piece	268.92
25	MARKER	whiteboard, felt tip, bullet type, blue	117	Piece	1,129.05
26	MARKER	whiteboard, felt tip, bullet type, red	98	Piece	945.00
27	NOTE PAD	stick on, 3" x 3"	8	Pad	416.00
28	NOTE PAD	stick on, 50mm x 76mm (2" x 3") min	48	Pad	1,778.88
29	NOTE PAD	stick on, 76mm x 100mm (3" x 4") min	8	Pad	474.24
30	PAPER CLIP	vinyl/plastic coated, 33mm	445	Box	3,924.90
31	PAPER CLIP	vinyl/plastic coated, 50mm	390	Box	5,374.20
32	PUNCHER	paper, heavy duty	20	Piece	3,016.00
33	RUBBER BAND	No. 18	52	Box	7,030.00
34	SCISSORS	symmetrical / asymmetrical	2	Pair	66.74
35	STAPLE WIRE	for heavy duty staplers (23/13)	33	Box	744.15
36	STAPLER	Binder Type: Heavy Duty	1	Unit	888.16
37	TAPE	masking, 24mm	347	Roll	21,472.36
38	TAPE	masking, 48mm	271	Roll	32,834.36
39	TAPE	packaging, 48mm	94	Roll	2,101.84
40	TAPE	transparent, 24mm	819	Roll	9,156.42
41	TAPE	transparent, 48mm	415	Roll	9,366.55

Other Information

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

Created by Juliet Elaine Acuna

Date Created 20/10/2022

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