



REQUEST FOR QUOTATION (RFQ) No. 193-2024

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
2024-03-094 (OBAAS)	VARIOUS OFFICE SUPPLIES	904,376.52
Purpose: for Office use (APP 2024 1st Quarter)		

Philgeps Posting: Active Date: 3/20/24 Closing Date: 3/26/24 Category: OFFICE SUPPLIES & PRINTING Reference No.: 10673628

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 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 3/26/24 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.


ELENA MAY T. TEOFILO
 Head, Procurement Unit

PRICE QUOTATION

Date: 3/19/2024
 RFQ No. 193-2024
 PR No. 2024-03-094 (OBAAS)

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	piece	BATTERY, AA, Rechargeable, heavy duty	35		
2	ream	BOOK PAPER, Long, Subs 20 (Student Handbook/Claw Exam Booklet/Graduation)	200		
3	piece	CARD PUNCH, ID cards, Single Card Insertion, width 3 13/32in, Depth 6 13/64in, print mode single card and database printing, color black, for use with the cards, height 4 39/64in, card thickness 30 mil, card format: vertical or horizontal	1		
4	box	ENVELOPE, documentary, legal, 500pcs/box with print (as per sample)	16		
5	pack	LAMINATING FILM, 111 x 154 250 micron (100 pcs/pack)	15		
6	ream	PAPER, Coated (C2S) #55, 80gsm, 25'x38"/ream = cut to 12.5x38	10		
7	ream	PAPER, Coated (C2S) #55, 80gsm, 9.5" x 11.5"	25		
8	ream	PAPER, Coated (C2S) #70, 100gsm, 25'x38"/ Ream = Cut to 12.5x38	5		
9	pack	PAPER, Sublimation A4, (100 sheets/pack)	15		
10	piece	PAPER, Vellum, 8-1/2" x 13", 180 gsm, white	30000		
11	pack	PHOTO PAPER, A4, High glossy, 230gsm, 20sheets/pack	1		
12	box	PVC CARDS, 2500 per box, for ID	40		
13	box	STAPLE WIRE, for gun tacker, 3/8' 10mm	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 : _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10677628
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number:	193-2024	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	20/03/2024
Approved Budget for the Contract:	PHP 904,376.52	Last Updated / Time	19/03/2024 14:30 PM
Delivery Period:	30 Day/s	Closing Date / Time	26/03/2024 13:00 PM
Client Agency:			
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068142 tsucanvassing@gmail.com		

Description

for office use
Line Items

Line Item	Description	Quantity	Unit	Estimated Price
1	BATTERY AA, Rechargeable, heavy duty	35	Piece	35,000.00
2	BOOK PAPER Long, Subs 20 (Student Handbook/Claw Exam Booklet/Graduation)	200	Piece	100,000.00
3	CARD PUNCH ID cards, Single Card Insertion, width 3 13/32in, Depth 6 13/64in, print mode single card and database printing, color black, for use with the cards, height 4 39/64in, card thickness 30 mil, card format vertical or horizontal	1	Piece	6,000.00
4	ENVELOPE documentary, legal, 500pcs/box with print (as per sample)	16	Box	15,691.52
5	LAMINATING FILM 111 x 154 250 micron (100 pcs/pack)	15	Pack	27,000.00
6	PAPER Coated (C2S) #55, 80gsm, 25'x38"/ream = cut to 12.5x38	10	Ream	22,000.00
7	PAPER Coated (C2S) #55, 80gsm, 9.5" x 11.5"	25	Ream	62,500.00
8	PAPER Coated (C2S) #70, 100gsm, 25'x38"/ Ream = Cut to 12.5x38	5	Ream	12,500.00
9	PAPER Sublimation A4, (100 sheets/pack)	15	Pack	10,500.00
10	PAPER Vellum, 8-1/2" x 13", 180 gsm, white	30,000	Pack	540,000.00
11	PHOTO PAPER A4, High glossy, 230gsm, 20sheets/pack	1	Pack	185.00
12	PVC CARD 2500 per box, for ID	40	Box	72,000.00

13	STAPLE WIRE	for gun tacker, 3/8" 10mm	5	Box	1,000.00
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Other Information

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

Created by Tutchie Panlilio

Date Created 19/03/2024

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.

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