



Procurement Unit

**REQUEST FOR QUOTATION (RFQ) No. 828-2019**

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:

Job Order No.	DESCRIPTION/PARTICULARS	APPROVED BUDGET FOR THE CONTRACT (ABC) inclusive of VAT
2019-212 (HRDMO)	SOUVENIRS FOR SERVICE AWARDS	301,000.00

Purpose: FOUNDATION WEEK 2019 SERVICE AWARDS

PhilGeps Posting: Active Date: 12/21/19 Closing Date: 12/27/19 Category: Tokens Reference No.: 6773791

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: 86 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 minimum of one (1) year for non-expendable/services.  
supplies/equipment after acceptance by the procuring entity of the delivered supplies/equipment/services.

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 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 12/27/19 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.com) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@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. The maximum deduction shall be ten percent (10%) of the contract price. 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

Form No.: TSU-PRO-SF-06	Revision No.: 04	Effectivity Date: November 6, 2018	Page 1 of 2
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Attachment 1

**PRICE QUOTATION**

Date. : 12/17/19  
RFQ No. : 828-2019  
PR/JO No. : 2019-212 (HRDMO)

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	18K GOLD TOKENS FOR 40 YEARS, 35 YEARS, 15 YEARS AND 10 YEARS FOR THE AWARDEES OF THE UNIVERSITY FOUNDATION SERVICE AWARDS 2019  2 pcs: 18K GOLD ENGRAVED TSU PENDANT (40 YEARS) 5 pcs: 18K GOLD ENGRAVED TSU PENDANT (35 YEARS) 6 pcs: 18K GOLD TSU SERVICE PIN (15 YEARS) 16 pcs: TSU GOLD PLATED MEDALLION (10 YEARS)  SEE ATTACHED DESIGN.	1		

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 : \_\_\_\_\_  
Contact no. : \_\_\_\_\_  
TIN no. : \_\_\_\_\_





## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 6773791  
**Procuring Entity:** TARLAC STATE UNIVERSITY  
**Title:** Souvenir for Service Awards  
**Area of Delivery:** Tarlac

<b>Solicitation Number:</b> 828-2019	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	4
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Tokens and Awards	<b>Date Published</b>	21/12/2019
<b>Approved Budget for the Contract:</b> PHP 301,000.00	<b>Last Updated / Time</b>	20/12/2019 15:41 PM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	27/12/2019 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157  julietelaineacuna@yahoo.com		
<b>Description</b>		
For HRDMO use.		
<b>Line Items</b>		
<b>Item No.</b>	<b>Product/Service Name</b>	<b>Description</b>
1	18K pendant, 18K TSU SERVICE PIN, TSU GOLD PLATED	please see attached specification.
	<b>Quantity</b>	<b>UOM</b>
	1	Lot
	<b>Budget (PHP)</b>	
	301,000.00	
<b>Other Information</b>		
The bidders must download the attached documents in the associated components section.		

**Created by:** Juliet Elaine Acuna  
**Date Created:** 20/12/2019

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