



REQUEST FOR QUOTATION

RFQ No. 623-2025

Date: November 18, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Various Janitorial Supplies and Materials** with an Approved Budget for the Contract of **One Million Four Hundred Seventy-Four Thousand Thirty Pesos (Php 1,474,030.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00PM of 27 November 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

WILMARK J. RAMOS

Chairperson, Bids and Awards Committee-Goods and Services

Tarlac State University
Romulo Boulevard, San Vicente Tarlac City
Telephone No. (045) 606-8162
Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- ☒ Valid Business/Mayor's Permit
- ☒ PhilGEPS Registration Number
- ☐ Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance
- ☒ Notarized Omnibus Sworn Statement, if applicable
- ☒ Latest Income/Business Tax Return, if applicable
- ☐ Others, _____

The Head of the Procuring Entity (HoPE) of the TSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:


MENCHIE D. ABELLAR
Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1. Do not alter the contents of this form in any way.
- 2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
- 3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
- 4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- 5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
- 7. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. The following shall be observed in accomplishing the Quotation/Proposal Form:

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Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply) YES or NO
1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;			
2. Check if compliant with the specifications or not.			

- 3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
- 4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
- 6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
- 9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 10. The item/s shall be delivered according to the accepted offer of the bidder.
- 11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
- 12. Payment shall be made after delivery and upon the submission of the required supporting documents.
- 13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
- 15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee

Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Minimum Technical Specifications		Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Various Janitorial Supplies and Materials				
1	AIR FRESHENER, Spray can type, lemon scent, 400ml.	205 cans		
2	ALCOHOL, Isopropyl, 1 liter.	20 bottles		
4	BLEACH, Liquid Bleach (3785ml/gal.) 99.9% antibac, kill disease causing germs and viruses, Whitens removed stains, Deodorizes shortens cleaning time	300 gallons		
5	BROOM, Soft Broom, Thick (walis tambo)	200 pieces		
6	BROOM, Stick Broom, Thick (Ting ting).	500 pieces		
7	BRUSH, Long Handle Brush, for toilet bowl.	50 pieces		
8	BRUSH, Push Brush with long wooden handle.	20 pieces		
9	CLEANING CLOTH, Microfiber Cloth	300 pieces		
10	DEODORANT CAKE, Deodorant Cake (Deodorizer) 100gms. Any scents	500 pieces		
11	DEODORIZER, Bathroom Deodorizer.	2 pieces		
12	DIPPER, Thick, Plastic	50 pieces		
13	DISHWASHING LIQUID, CLEANING SUPPLY, Dishwashing Liquid 1L.	2 bottles		
14	SPONGE, for DISHWASHING	10 pieces		
15	DISINFECTANT SPRAY, 340g	24 cans		
16	DISINFECTANT SPRAY, 400ml	300 cans		
17	DUST MOP HANDLE, Plastic	50 pieces		
18	DUSTPAN, Indoor, Plastic, 24cm x 27.5cm	50 pieces		
19	HAND SOAP, anti-bacterial, 3785ml	501 gallons		
20	INSECT SPRAY, Odorless Insect killer Spray Water based, 500ml per bottle/ can, provides fast kill of flies, mosquitoes, moths and fleas when sprayed directly onto the insect. Leaves virtually no smell	300 cans		
21	MOP HEAD, Head/Cloth	600 pieces		
22	SCRUB PAD, 5pcs/pack	100 packs		
23	TISSUE PAPER for TOILET, 2-ply, 100% recycled, 12 rolls /pack.	50 packs		
24	TRASH BAG, LARGE (clear)	96 rolls		

25	TRASH BAG, LARGE, Color: Yellow; Quality: thick plastic linen (200pcs/pack)	40 packs		
26	TRASH BAG, Plastic, Transparent, 10pcs/roll, XXXL	2000 rolls		
27	TRASH BAG, XL, Color: Yellow; Quality: thick plastic linen (200pcs/pack) (2025)	40 packs		
28	TRASH BAG, XXL, Color: Yellow; Quality: thick plastic linen (200pcs/pack)	40 packs		
Warranty Period (for equipment, tools, and devices)				
Delivery Period: (40 calendar days)				
nothing as follows				

Payment Terms

Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

Interested suppliers shall provide the following Bank Details in the statement of compliance column:

Bank Name: _____

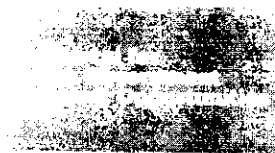
Bank Branch/Address: _____

Bank Account Name: _____

Bank Account Number: _____

FINANCIAL OFFER:

Procurement of Various Janitorial Supplies and Materials				
Approved Budget for the Contract (ABC): One Million Four Hundred Seventy-Four Thousand Thirty Pesos (Php 1,474,030.00)				
Items		Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
1	AIR FRESHENER, Spray can type, lemon scent	205		
2	ALCOHOL, Isopropyl, 1 liter.	20		
4	BLEACH, Liquid Bleach (3785ml/gal.)	300		
5	BROOM, Soft Broom, Thick (walis tambo)	200		
6	BROOM, Stick Broom, Thick (Ting ting).	500		
7	BRUSH, Long Handle Brush, for toilet bowl.	50		
8	BRUSH, Push Brush with long wooden handle.	20		
9	CLEANING CLOTH, Microfiber Cloth	300		



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12599285
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Various Janitorial Supplies and Materials
Area of Delivery Tarlac

Solicitation Number:	623-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Janitorial Supplies	Document Request List	0
Approved Budget for the Contract:	PHP 1,478,030.00	Date Published	20/11/2025
Delivery Period:	40 Day/s	Last Updated / Time	19/11/2025 07:19 AM
Client Agency:		Closing Date / Time	27/11/2025 13:00 PM
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

Description					
for various offices use.					
Line Items					
Item No.	Item Name	Description	Quantity	Unit	Budget (PHP)
1	AIR FRESHENER	Spray can type, lemon scent, 400ml.	205	Can	51,250.00
2	ALCOHOL	Isopropyl, 1 liter.	20	Bottle	10,000.00
3	BLEACH	Liquid Bleach (3785ml/gal.) 99.9% antibac, kill disease causing germs and viruses, Whitens removed stains, Deodorizes shortens cleaning time	300	Gallon	120,000.00
4	BROOM	Soft Broom, Thick (walis tambo)	200	Piece	36,000.00
5	BROOM	Stick Broom, Thick (Ting ting).	500	Piece	32,500.00
6	BRUSH	Long Handle Brush, for toilet bowl.	50	Piece	15,000.00
7	BRUSH	Push Brush with long wooden handle.	20	Piece	3,000.00
8	CLEANING CLOTH	Microfiber Cloth	300	Piece	31,500.00
9	DEODORANT CAKE	Deodorant Cake (Deodorizer) 100gms. Any scents	500	Piece	35,000.00
10	DEODORIZER	Bathroom Deodorizer.	2	Piece	480.00
11	DIPPER	Thick, Plastic	50	Piece	3,250.00
12	DISHWASHING LIQUID	CLEANING SUPPLY, Dishwashing Liquid 1L	2	Bottle	2,000.00
13	SPONGE	for DISHWASHING	10	Piece	3,000.00
14	DISINFECTANT SPRAY	340g	24	Can	12,000.00
15	DISINFECTANT SPRAY	400ml	300	Can	135,000.00

16	DUST MOP	HANDLE, Plastic	50	Piece	9,000.00
17	DUSTPAN	Indoor, Plastic, 24cm x 27.5cm	50	Piece	9,000.00
18	HAND SOAP	anti-bacterial, 3785ml	501	Gallon	225,450.00
19	INSECT SPRAY	Odorless Insect killer Spray Water based, 500ml per bottle/ can, provides fast kill of flies, mosquitoes, moths and fleas when sprayed directly onto the insect. Leaves virtually no smell	300	Can	144,000.00
20	MOP HEAD	Head/Cloth	600	Piece	57,000.00
21	SCRUB PAD	5pcs/pack	100	Pack	3,500.00
22	TISSUE PAPER	for TOILET, 2-ply, 100% recycled, 12 rolls /pack.	50	Pack	12,500.00
23	TRASH BAG	LARGE (clear	96	Roll	9,600.00
24	TRASH BAG	LARGE, Color: Yellow; Quality: thick plastic linen (200pcs/pack	40	Pack	48,000.00
25	TRASH BAG	Plastic, Transparent, 10pcs/roll, XXXL	2,000	Roll	370,000.00
26	TRASH BAG	XL, Color: Yellow; Quality: thick plastic linen (200pcs/pack	40	Pack	48,000.00
27	TRASH BAG	XXL, Color: Yellow; Quality: thick plastic linen (200pcs/pack	40	Pack	48,000.00
Other Information The bidders must download the attached documents in the associated component section. Note: Award shall be on a "per line item" basis. *Please refer to the Request for Quotation for complete specifications*					

Created by Tutchie Panlilio
Date Created 18/11/2025

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.