



REQUEST FOR QUOTATION (RFQ) No. 074-2025

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 |
|--|--------------------------------------|---|
| 2025-02-058 (PROCUREMENT) | OFFICE DEVICES, TOOLS AND APPLIANCES | 70,000.00 |
| Purpose: for office use -APP 1st Quarter 2025. | | |

Philgeps Posting: Active Date: 2/12/25 Closing Date: 2/18/25 Category: OFFICE SUPPLIES & SERVICES Reference No.: 11742326

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- Latest Income / Business Tax Return
- 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) and eligibility documents is not later than 2/18/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at tsucanvassing@gmail.com

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: 2/7/2025
 RFQ No. 074-2025
 PR No. 2025-02-058 (PROCUREMENT)

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 | unit | BINDING MACHINE , Manual, Max punch: 28 sheets (70g F4 paper) Max bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. Paper margin: 2mm/4mm/6mm Hole qty: 24 Hole size: 3x8mm Hole distance: 14.3mm Machine size: 430x340x250mmN.W.: 16kgs. | 2 | | |
| | | | | | |
| | | | | | |
| | | | | | |

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 : _____



PhilGEPS

Philippine Government Electronic Procurement

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11748326
Procuring Entity TARLAC STATE UNIVERSITY
Title Office Devices, Tools and Appliances
Area of Delivery Tarlac

| | | |
|---|------------------------------|---------------------|
| Solicitation Number: 074-2025 | 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: Office Supplies and Devices | Date Published | 12/02/2025 |
| Approved Budget for the Contract: PHP 70,000.00 | Last Updated / Time | 11/02/2025 10:29 AM |
| Delivery Period: 30 Day/s | Closing Date / Time | 18/02/2025 13:00 PM |
| Client Agency: | | |
| Contact Person: Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068142 tsucanvassing@gmail.com | | |

Description

for office use

Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|----------------------|---|----------|------|--------------|
| 1 | BINDING MACHINE | Manual, Max punch: 28 sheets (70g F4 paper) Max bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. Paper margin: 2mm/4mm/6mm Hole qty: 24 Hole size: 3x8mm Hole distance: 14.3mm Machine size: 430x340x250mmN.W.: 16kgs. | 2 | Unit | 70,000.00 |

Other Information

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

Created by Tutchie Panlilio

Date Created 11/02/2025

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.