



## Bid Notice Abstract

### Invitation to Bid (ITB)

<b>Reference Number</b>	11927439
<b>Procuring Entity</b>	TARLAC STATE UNIVERSITY
<b>Title</b>	SUPPLY AND DELIVERY OF OFFICE SUPPLIES (APP 2025-1ST QUARTER)
<b>Area of Delivery</b>	Tarlac

<b>Solicitation Number:</b>	Goods 2025-028	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Supplies and Devices	<b>Date Published</b>	02/04/2025
<b>Approved Budget for the Contract:</b>	PHP 2,885,742.08	<b>Last Updated / Time</b>	02/04/2025 00:00 AM
<b>Delivery Period:</b>	45 Day/s	<b>Closing Date / Time</b>	22/04/2025 15:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Jhenna Micah Aquino Manankil Admin Aide IV Romulo Blvd. San Vicente, Tarlac City Tarlac City Tarlac Philippines 2300 63-45-6068157  bacsec@tsu.edu.ph		

#### Description

1. The Tarlac State University, through Regular Agency Fund (RAF) and Special Fund (SB) 2025 intends to apply the sum of Two Million Eight Hundred Eighty-Five Thousand Seven Hundred Forty-Two and 08/100 Pesos (₱ 2,885,742.08) to payments under the contracts for the project: Supply and Delivery of Office Supplies (APP 2025 -1st Quarter).

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The Tarlac State University now invites bids for the project: Supply and Delivery of Office Supplies (APP 2025 -1st Quarter). Delivery of the Goods is required within forty-five (45) calendar days from the receipt of the Notice to Proceed. Bidders must have completed, within the last five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from Tarlac State University and inspect the Bidding Documents at the address given below during Tuesday to Friday from 8:00 A.M. to 5:00 P.M:

BAC Secretariat  
Motorpool and Administration Building  
Tarlac State University  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No. (045) 606-8142 / 0998 846 0206  
Email: bacsec@tsu.edu.ph

5. A complete set of Bidding Documents may be acquired by interested Bidders from April 2, 2025 to April 22, 2025 from the aforementioned address upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of ₱ 5,000.00.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The Tarlac State University will hold a Pre-Bid Conference on April 10, 2025 (3:00 P.M.) at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City, which shall be open to prospective bidders.

7. Three (3) copies of the bid proposals (one original, and additional copy 1 and 2) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission at the office address indicated in the

bidding documents, on April 22, 2025 at 2:30 P.M. Failure of bidders to comply with the said request of additional copies shall not be a ground for disqualification.

Late submission shall not be accepted.

BAC Secretariat  
 Procurement Building  
 Tarlac State University  
 Romulo Blvd., San Vicente, Tarlac City  
 Tel. No. (045) 606-8142 / 0998 846 0206  
 Email: bacsec@tsu.edu.ph

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

9. Bid opening shall be on April 22, 2025, at 3:00 P.M., at the Bids and Awards Committee Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City. Bids will be opened in the presence of the bidders' representatives who choose to attend.

10. The Summary of the procurement activities is as follows:

Activities Date and Time Venue  
 Date Posted to PhilGEPS April 2, 2025 N/A  
 Pre-Bid Conference April 10, 2025 (3:00 PM) BAC Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City  
 Deadline of Submission of Bids April 22, 2025 (2:30 PM)  
 Opening of Bids April 22, 2025 (3:00 PM)

11. The Tarlac State University reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Ms. Jhenna Micah A. Manankil  
 BAC Secretariat  
 Motorpool and Administration Building  
 Tarlac State University  
 Romulo Blvd., San Vicente, Tarlac City  
 Tel. No. (045) 606-8142 / 0998 846 0206  
 Email: bacsec@tsu.edu.ph

(SGD) ATTY. WILMARK J. RAMOS, DBA  
 BAC Chairperson – Goods and Services

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	OFFICE SUPPLIES	Please see attached documents	1	Lot	2,885,742.08

**Pre-bid Conference**

Date	Time	Venue
10/04/2025	3:00:00 PM	BAC Conference Room, 3rd Floor, Motorpool and Administration Building, Tarlac State University, Romulo Blvd., San Vicente, Tarlac City

**Other Information**

You may also download the bidding documents at the link below:

<https://www.tsu.edu.ph/opportunities/bid-opportunities/2025-bid-opportunities/>

**Created by** Jhenna Micah Aquino Manankil

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