

WORK ORDER

Procurement Unit DELIVERY DUE DATE: Telephone No.: (045) 606-8110 local 157/142 Work Order No.: 2025-217

Supplier: E-GLORIA'S FLOWER SHOP, PARTY NEEDS &

CATERING SERVICES/LORENZO E. CORDOBA

Address: M.H Del Pilar, Sto. Cristo, Tarlac City

405-183-384-000 Non-VAT

TIN: Tel. No.: 0939-734-8707 / 0917-180-1555

Date: 10/13/2025 JO No.: 2025-230 Date: 10/7/2025

Mode of Procurement: Small Value Procurement

1 3 OCT 2025

(SVP)

Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on October 13, 2025 upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	PROCUREMENT OF RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING	2,500.00	2,500.00
		Rental of 200pieces seat cover for monobloc chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela ***********************************	OCT I	2825

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, forpatituos event/s or changes in law, and national government policies.

Conforme:

Signature over Printed Name of Supplier

10-13-25

Very truly yours,

DR. ARWOLD E. VELASCO

President

Authorized Official OCT 1 3 2025

Fund Cluster :

Funds Available : _____

JASPER A. YAUDER, CPA

Budget Officer

ORS/BURS No. : 02. Muyy/. MS-10' 78 9

Page 1 of 1

Date of the ORS/BURS: 12. 13. 115.

Amount : 2. M. N

Effectivity Date: May 29, 2025 Form No.: TSU-PRO-SF 10 Revision No.: 02



Republic of the Philippines TARLAC STATE UNIVERSITY Romulo Blvd., Tarlac City

OBLIGATION REQUEST AND STATUS

Serial No 02-206441-2025-10-2889

				Aloo	Date Fund C	luster	13-Oct-2029 05-Special Budget
Payee	E-GLO	RIA'S FLOWE	R SHOP, PART	Y NEEDS & C	THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	-	RENZO E.
Office		OBA (W.O# 20					
Address	M.H Del	Pilar, Sto. Crist	to, Tarlac City	-		-	where the second
Responsibility Center				UAC	CS Object Code	Amount	
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					3		
		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*			9	2,500.00
necessary, lai	will and und	ppropriations/al er my direct sup /alid, proper and	ervision.	B. Certified:	Allotment avail		
Signature Printed Name	LEIMINA E. ALCONCEL		Signature Printed Name	JASPER A. YAUDER, CPAW			
Position Date	END-USE	ER, ORA		Position		Budget Offi	icer //
C.	0	DX.		Date		T 13 2025	
C	Datasass	1	STATUS	OF OBLIGATION	I		
Date	Particulars	ORS/JEV Check/ADA	2,500.00 Obligation	Payable	Amount Payment	Not Yet Due	Balance Due and Demandable
		TRA No.	(a)	(b)	(c)	(a-b)	(b-c)

NOA #:2025-654



Republic of the Philippines

TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac city Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

NOTICE OF AWARD

October 13, 2025

MS. EUNICE LUISA E. CORDOBA
E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES
MH Del Pilar St, Tarlac City

Dear Ms. Cordoba.

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES for the project: PROCUREMENT OF RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING specifically item # 1 contained in JO# 2025-230 with an amount equivalent to Two Thousand Five Hundred Pesos (Php. 2,500.00), has been accepted.

You are therefore required to deliver the work on <u>October 13, 2025</u>, upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,

OR. ARNOLD E. VELASCO

President

Conforme:

MS. EUNICE LUISA E. CORDOBA

E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES

MH Del Pilar St, Tarlac City

Date: 10-13-25



Republic of the Philippines TARLAC STATE UNIVERSITY BIDS AND AWARDS COMMITTEE

Romulo Blvd., San Vicente, Tarlac City Telefax: (045) 982-4630 Website: www.tsu.edu.ph

BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS458-2025

WHEREAS the Tarlac State University (TSU) OFFICE OF REGISTRATION AND ADMISSION (ORA) prepared the specifications for the procurement of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING per J.O. No. 2025-230 with an Approved Budget for the Contract (ABC) of ₱ 2,500.00.

WHEREAS, in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that SMALL VALUE PROCUREMENT is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

WHEREAS, one (1) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NOS.	E-GLORIA'S FLOWERSHOP PARTY NEEDS AND CATERING SERVICES.	MOTHERS INFINITE ABUNDANCE CORP	RODOLFO MANUEL'S HAPAG KAINAN
1	2,500.00	NO QUOTE	NO QUOTE
TOTAL AWARDED	2,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that E - GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES. has the single calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, WE, the members of the Bids and Awards Committee, hereby RESOLVE, as it is hereby RESOLVED:

a. to declare the Quotation of E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING as the Single Calculated and Responsive Quotation with the price of TWO THOUSAND FIVE HUNDRED PESOS (₱ 2,500.00) and

b. to recommend to the Head of the Procuring Entity the Award of Contract to E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING.

RESOLVED, at Tarlac \$\footnote{\text{tate University, this 10\footnote{\text{th}}}}\ day of \footnote{\text{October 2025}}.

WILMARK J. RAMOS

Chairperson

RICO/G. TOMAS Member GRACE N. ROSETE
Vice Charperson

JASPER A. YAUDER
Member

THEDA FLARE G. QUILALA

Member

LEIMINA E. ALCONCEL Member/ End-User

Approved:

DR. ARNOLD E. VELASCO

President OCT 1 3 2025



Republic of the Philippines TARLAC STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

Romulo Blvd., San Vicente, Tarlac City Telefax: (045) 982-4630 Website: www.tsu.edu.ph

BAC Resolution Recommending Award of Contract Through Small Value Procurement

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WHEREAS, in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that SMALL VALUE PROCUREMENT is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

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1	2,500.00	NO QUOTE	NO QUOTE
TOTAL AWARDED	2,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that E - GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES. has the single calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, WE, the members of the Bids and Awards Committee, hereby RESOLVE, as it is hereby RESOLVED:

a. to declare the Quotation of E - GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING as the Single Calculated and Responsive Quotation with the price of TWO THOUSAND FIVE HUNDRED PESOS (₱ 2,500.00) and

b. to recommend to the Head of the Procuring Entity the Award of Contract to E -GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING.

RESOLVED, at Tarlac State University, this 10th day of October 2025.

WILMARK J. RAMOS

Chairperson

GRACE N. ROSETE Vice Chairperson

RICO G. TOMAS Member

Member

THEDA FLARE G.

Member

LEIMINA E. ALCONCEL Member/ End-User

Approved:

ARNOLD E. VELASCO

President

1 3 2025



Tarlac State University Office of Administrative Services PROCUREMENT UNIT

Romulo Boulevard San Vicente Tarlac City

ABSTRACT OF QUOTATION

Date:	October 10, 2025	
Abstract No.:	473	

				COVER FOR MONOBLOC																				
				TSU SCHOOL OF LAW				2025-230		Mode of Procurement:														
	of Proje			D ALUMNI HOMECOMING	Per Item		PR/JO No. :																	
Name	of End-	User:	ORA		Per Lot I		RFQ No.:	500-2025		SMALL VALUE														
					NAME OF SUPPLIERS AND AMOUNT OF QUOTATION																			
No.	Qty.	Unit	Item Nam	item Name and Specifications		Item Name and Specifications		item Name and Specifications		Item Name and Specifications		Item Name and Specifications		Item Name and Specifications		item Name and Specifications		ORIA'S OP, PARTY S AND SERVICES.	MOTHERS ABUNDAN		RODOLFO HAPAG			nns if more uppliers)
					Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost														
1	1	lot	Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.		2,500.00	2,500.00	NO QUOTE	NONE	NO QUOTE	NONE														
			SUMMARY			2,500.00		NONE		NONE														
		Particu	lars	ABC	LOWEST CALCULATED			RESPONSIVE QUOTATIONS			TOTAL	AMOUNT												
Item N				2,500.00	E- GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES. 2,5				2,50	0.00														
		re then	3 suppliers or service	providers and for failed items)																				
TOTA	I APPRO	VED BI	JDGET FOR THE	providers and for falled items)																				
CONT	RACT:	VEDB	DOET FOR THE	2,500.00				то	TAL QUOTED	AMOUNT:	2,50	0.00												
Mark Anthony T. Labit BAC Secretariat E		LEIMINA E. AL End-Use Date:	CONCEL				Technical Working Date:	ng Group																
WIL Oate:	MARK J/RA	JAS	PER A. YAUDER BAC Member	GRACE N'ROSETE Vice Chair Date:		THED	A FLARE G. QU BAC Member	ILALA		-	CO G. TOMA: BAC Member	5												

TSU-PRO-SF-08	Revision No.:03	Effectivity Date: August 12, 2025	Page 1 of 1



ELIGIBILITY CHECKING & EVALUATION

ABC (UNIT/TOTAL COST)

2,500.00

	1906		· CITECINI	TO & EVALUATION	
P.R./J.O. RFQ: ABC: Name of End-user	the Project:	2,5 RENTAL OF SE MONOBLOC O TSU SCHO CONFERMENT	5-230 -2025 00.00 EAT COVER FOR THE OL OF LAW T AND ALUMNI COMING RA		10/9/2025
	N	AME OF SUPPLI	FRS		
ITEM NO.	E- GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES.	MOTHERS INFINITE	RODOLFO MANUEL'S HAPAG KAINAN	ITEM DESCRIPTION	ABC (UNIT/TOTAL COST)
1	2,500.00	NO QUOTE	NO QUOTE	Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	2,500.0
□ Mayor's/B 31, 2025 □ PhilGEPS F Memebersh □ Tax Cleara 2005, Upd □ Notarized applicable	ments Submitted: Business Permit (Va Registration (Red ip/Platinum) nce (per RR017-20 lated Tax Clearance Omnibus Sworn St ome/Business Tax R	e atement, if		Recommendation: Instruction to End-User: (Kindly indicate your recommendation for a provided below, or recommend for the evaluation of the TWG (Technic	ward in the space cal Working Group).

Prepared By:

Mark Anthony T. Labit **BAC Secretariat for Other Modalities**

Date:

Evaluated By:

TWG - Technical/End-User

Date:



Republic of the Philippin RLAC STATE UNIVERSITY

Romulo Boulevard San Vicente Tarlac City 2300 Tel. No. (045) 606-8157/606-8162 Website: www.tsu..du.ph

REQUEST FOR QUOTATION

RFQ No. 500-2025 Date: October 08, 2025

The TARLAC STATE UNIVERSITY (TSU), through its Bids and Awards Committee (BAC), intends to procure Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming with an Approved Budget for the Contract of Two Thousand Five Hundred Pesos (PhP 2,500.00) 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 09 October 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) 606-8157 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

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/

TSU-PRO-SF-120 Revision No.: 00

Effectivity Date: August 12,

Page 1 of 4

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

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 document shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall

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:

Minimum Technical · Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply & No Comply)
•			YES or NO
State the Brand/Model of Compliance:	offered and/or a	nlternate offer if answered "No	O" in the Statement

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.

Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the

Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or

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

12. Payment shall be made after delivery and upon the submission of the required supporting

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. To 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

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.

TSU-PRO-SF-120	Davisia N. 66		.E
1.10 5. 120	Revision No.: 00 *	Effectivity Date: August 12,	Page 2 of 4
		2025	Page 2 of 4

The Bids and Awards Committee Tarlac State University San Vicente, Tarlac City	Sec Sec Sec Sec		•		
Dear Sir/Madam:				•	
After having carefully read and accepted submit our quotation/s for the item/s as	the i	Instructions ws:	s and Terms and	d Condit	ons, I,
Minimum Technical Specifications		Quantity	Offered Technical Specification		temen of plianc
Note: Non-compliance with the		um regui	nod in	3	nply o Not inply)
Procurement of Rental of Seat Cover for		noblec Ch	airs for the TS	ions s	nall b
Law Conferment and Alumni Homecon	ing	, in a city	ans for the 1st	School	of
Rental of 200 pieces seat cover for monoble Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	oc .	1 LOT	Same		
	•		9	J.	
Warranty Period (for equipment, tools, and devices)	1.				
	6				
Delivery Period (calendar days)					
nothing	as f	ollows			
Parameter		- [1].	Q10/a	/4- 1	
Payment Terms Payment shall be made through Landbank's check or cash on delivery (COD) within thirty invoice and issuance of Inspection and Accept End-User. In case accounts maintained in other against the creditor's account.	().	careridar da	s arrei receibt o	T sales/s	ervice
Interested suppliers shall provide the following column:	Banl	Oetails in t	he statement of	complia	ice
Bank Name: BPJ	Š.				
Bank Branch/Address: F. Tamedo ST					
Bank Account Nan:e LORON 70 6	00	RODOR			
Bank Account Number: <u>* ³き0931013</u>	3				
TSU-PRO-SF-120 . Revision No.:.00	Éffecti	vity Date: August	12	2	
	2025		Pag	e 3 of 4	

Date:

FINANCIAL OFFER:

Procurement of Rental of	f Seat Cover for Monobloc Chairs for the TSU School of
	The inclination of the inclinati
App	DIOVED BURGET for the Contract (ADC).
·	sand Five Hundred Pesos (PhP 2,500.00) In Words:
	The there are a second
*	two thousand from hunded
Total Off	orly orly
Total Offered Quotation	
	In Figures:
	+ 2,500
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	Q10/9/28
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ec. a	A Elevation
567 MD	FUNITE LULEA E CORDORA
	Signature Over Printed Name
P	Position/Designation
e ·	
	Company Registered Name
	Office Telephone/Mobile Nos.
	Office Telephone/Mobile Nos.
	• Email Address/es
iai ot g	Pet. 9, 2025 Date
	Date



Republic of the Philippine ARLAC STATE UNIVERSITY

Romulo Boulevard San Vicente Tarlac City 2300 Tel. No. (045) 606-8157/606-8162 Website: Website:

REQUEST FOR QUOTATION

RFQ No. 500-2025 Date: October 08, 2025

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Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 1:0PM of 09 October 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) 606-8157 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

Required Documents:

☑ Valid Business/Mayor's Permit

□ 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) 606-815 //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

TSU-PRO-SF-120	Paviais N. 00		. 1
0. 120	Revision No.: 00	Effectivity Date: August 12,	D
		2025	Page 1 of 4

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.

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			YES or FO
 State the Brand/Model of Compliance; Check if compliant with the 		alternate offer if answered "No	O" in the Statement

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 de very 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.

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130-FRO-5F-120	Revision No.: 00	Effectivity Date: August 12,	Page 2 of 4	
		2025	1.50 2 0.	

The Bids and Awards Committee Tarlac State University . San Vicente, Tarlac City		17			
Dear Sir/Madam:	,			- 1	
After having carefully read and accepted submit our quotation/s for the item/s as	the foll	Instructions	and Terms and	Conditi	ns, I/
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Procurement of Rental of Seat Cover for Law Conferment and Alumni Homecon	or M ninc	lonobloc Ch	airs for the TSU	School	of
Rental of 200 pieces seat cover for monoble Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.		1 LOT	N.A.	. 2	Ă.
Warranty Period (for equipment, tools, an devices)	ď.			Q	10/9/
Delivery Period (calendar days) .			71		
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Interested suppliers shall provide the followin column:	g Ba	ank Details in	the statement of	complia	ice
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*					
TSU-PRO-SF-120 Revision No.: 00	Ef.	fectivity Date: Aug	ust 12. Pa	ge 3 of 4	
	1 -0	-			

Date: _____

FINANCIAL OFFER:

	roved Budget for the C and Five Hundred P	Contract (ABC): Pesos (PhP 2,500.00)	
•	In Words:	2,200,00)	
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		OT 48 1149 703 Office Telephone/Mobile No	
		Email Address/es	



Republic of the Philippines RLAC STATE UNIVERSITY

Romulo Boulevard San Vicente Tarlac City 2300 Tel. No. (045) 606-8157/606-8162 Website: www.tsu.edu.ph

REQUEST FOR QUOTATION

RFQ No. 500-2025 Date: October 08, 2025

The TARLAC STATE UNIVERSITY (TSU), through its Bids and Awards Committee (BAC), intends to procure Rental of Seat Cover for Monoblog Chairs for the TSU School of Law Conferment and Alumni Homecoming With an Approved Budget for the Contract of Two Thousand Five Hundred Pescs (PhP 2,500.00) 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 09 October 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) 606-8157
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 Serie 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) 606-815 /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/

TSU-PRO-SF-120 Revision No.: 00 Effectivity Date: August 12, Page 1 of 4

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

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

All technical specifications must be complied with. Failure to complete mandatory requirements shall render the quotation ineligible/disqualified. with the

6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.

7. Quotations, including documentary requirements, received after the deadline small 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:

Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or No Comply)
		•	YES or NO
 State the Brand/Model of Compliance; Check if compliant with the complex with	offered and/or a	alternate offer if answered "No	o" in the Statement

Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications

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.

Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the

Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or

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 Galculated 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 echnical 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 echnical

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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.

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The Bids and Awards Committee Tarlac State University			
San Vicente, Tarlac City			
Dear Sir/Madam:			
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Procurement of Rental of Seat Cover for	Monobloc Ch	airs for the TSII	School of
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Rental of 200 pieces seat cover for monobloc			
Chairs during the Tarlac State University			
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Homecoming on October 13, 2025, at the		NA	
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TSU-PRO-SF-120 Revision No.: 00	Cre	* .	1
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Date:

FINANCIAL OFFER:

Procurement of Rental of Law Co	onferment and Al	umni Homecomi	na .	noo of
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TARLAC STATE UNIVERSITY



Septen der 30, 2025

Dr. Arry dd E. Velasco University President Prince to the Decree by the Charles of Charles

124

PH 2:04 02702

Re: Recuest for the Approval of Funding for the Juris Doctor Conferment

Dear Ly Velasco.

Greetings in the name of honor, integrity, and nobility!

As part of the activities for the University's Founding Anniversary, the School of Law will be solding its Juris Doctor Confessiont Ceremony, which will be held on October 13, 202 at the Tarlac City Plazuela Hall, Brgy. Foblacion, Tarlac City. The event will also be leaced by our guest of honor and speaker, Supreme Court Administrator Theresa Dolore 12. Gomez-Estoesta.

This of ision will formally confer the academic degree of Juris Doctor (JD) upon our alumnity whose diplomas were previously issued under the Bachelor of Laws (LL.B.) program, in recognition of the academic nomenclature change mandated by the Legal Education Board.

Following the conferment, we will also held our **Alumni Homecoming** and Acquaritance Night, a gathering that seeks to strongthen camaraderie among graduates and reprocee their commitment to uphold the values and legacy of Tarlac State University – School of Law.

Given be significance of this activity, we earnedly hope for your support through the approval of supplementary budget for the following estimated costs of the listed items necessary for the conduct of the said program. This is because the said program was not included in the Annual Procurement Plan (APP) of the Office of the Administration and Registration. Please refer to the following table:

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TARLAC STATE UNIVERSITY School of Law.



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We as deeply grateful for your consequed support to our endeavors, and we look forward to hearing your favorable response. Thank you and God bless!



TARLAC STATE UNIVERSITY School of Leve



Respectfully yours.

DR. JC E I. DELA RAMA JR.

Dean, Thool of Law Tarlac Hate University

Funds | vailable: (Pus, 20)

MR. JAPPERA. YAUDER-Budget Micer

MR. JOHN ERWIN C. PANLILIO Director, Finance

Reconstending Approval:

Myale

MENDOZA

DR. J. PER JAY N. MENDOZA Vice Privident, Academic Affairs

AFTY. CHEROLD C. BENITEZ. Vice President, Administration

Approved:

DR. A INOLD E. VELASCO

Rondulo Blvd., Brgy. San Vicente, Tarlac City, 2300 Telephone: (045) 606-8176 Email: tsuschooloflaw@gmail.com/tsuschooloflaw@tsu.edu.ph https://tsu.edu.ph