



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 419-2019

The Tarlac State University (TSU), through its Bids and Awards Committee (BAC) and Procurement Unit, will undertake an **Alternative Method of Procurement through Shopping** for the items stated below, in accordance with **Section 52.1(b) 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
2019-07-239 (ARO)	VARIOUS OFFICE SUPPLIES	222,045.00
<i>Purpose: FOR OFFICE USE</i>		

PhilGeps Posting:

Active Date: 7/10/19
Closing Date: 7/15/19

Category: Office Supplies
Reference No.: 6305062

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: 36 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 expandable supplies, or a minimum of one (1) year for non-expandable/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 7/15/19 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 / 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 TITO-OFILO
Head, Procurement Unit

PRICE QUOTATION

Date : 7/4/19
 RFQ No. : 419-2019
 PR/JO No. : 2019-07-239 (ARO)

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	ream	CLEAR PVC BINDING COVER, (7mil) 8.5"x14" 100 pcs./ream	4		
2	piece	DATA FILE BOX, made with chipboard, with closed ends , (5"x9"x15-3/4")	50		
3	piece	DATA FILE FOLDER, Hardboard binder, 2 ring lever arch file mechanism (3"x9"x15")	40		
4	box	ENVELOPE, brown documentary long 10x15 (500's/box)	10		
5	box	ENVELOPE, mailing long, white 500's with TSU Logo	3		
6	box	FASTENER, for paper, metal, 50 sets per box	40		
7	box	FOLDER, pressboard, expandable, legal size, 100s/box	3		
8	jar	GLUE, all purpose, 200 grams min.	30		
9	set	HIGHLIGHTER, fluorescent, 4 colors/set	5		
10	btle	INK REFILL, permanent marker	5		
11	piece	MARKING PEN, ideal for writing on surface, paper, plastic, etc. permanent marker with fine marker point (0.5) (for Validation of School ID)	30		
12	piece	MARKER, permanent, bullet type, black	10		
13	piece	MARKER, whiteboard, bullet type, black (Refillable)	5		
14	ream	OTR Green Plain (8.5" x 14")	50		
15	ream	PAPER, bond, long, subs. 24	120		
16	ream	PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	120		
17	box	PAPER CLIP, gem type, 32mm, 100s/box	15		
18	piece	PAPER PUNCHER 2 Hole (Large), 70mm, Heavy duty punch, Punching Capacity: 25 sheets, Metal Guide bar, Removable chip tray	2		
19	piece	PLASTIC ENVELOPE EXPANDING (14.9"W x 9.8"H), w/ swaying grip handle made of plastic and push lock button made of metal , clear transparent, long and plain	20		
20	box	PUSH/CORK PIN, asstd. Colors	2		
21	box	RIBBON, nylon, manual typewriter, w/ spool	10		
22	pack	RUBBER BAND FLAT, 1.0mm min thickness, min. 75grams/pack	30		
23	btle	STAMP PAD INK, violet, 50ml with applicator	10		
24	piece	STAMP PAD, felt pad, min 60mm x 100mm	15		
25	box	STAPLE WIRE, (26/16) standard, 5000 piece/box	20		
26	piece	STAPLER, heavy duty, standard	3		

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. : _____



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6305062
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number:	419-2019	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	10/07/2019
Approved Budget for the Contract:	PHP 222,045.00	Last Updated / Time	09/07/2019 11:18 AM
Delivery Period:	30 Day/s	Closing Date / Time	15/07/2019 13:00 PM
Client Agency:			
Contact Person:	Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157 julietelaineacuna@yahoo.com		

Description

For ARO use.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CLEAR PVC BINDING COVER	(7mil) 8.5"x14" 100 pcs./ream	4	Ream	2,400.00
2	DATA FILE BOX,	made with chipboard, with closed ends , (5"x9"x15-3/4")	50	Piece	9,000.00
3	DATA FILE FOLDER,	Hardboard binder, 2 ring lever arch file mechanism (3"X9"X15")	40	Piece	6,000.00
4	ENVELOPE,	brown documentary long 10x15 (500's/box)	10	Box	8,000.00
5	ENVELOPE,	mailing long, white 500's with TSU Logo	3	Box	4,800.00
6	FASTENER,	for paper, metal, 50 sets per box	40	Bottle	4,000.00
7	FOLDER,	pressboard, expandable, legal size, 100s/box	3	Box	3,000.00
8	GLUE,	all purpose, 200 grams min.	30	Jar	1,500.00
9	HIGHLIGHTER,	fluorescent, 4 colors/set	5	Set	350.00
10	INK REFILL,	permanent marker	5	Bottle	1,000.00

11	MARKING PEN,	ideal for writing on surface, paper, plastic, etc. permanent marker with fine marker point (0.5) (for Validation of School ID)	30	Piece	1,800.00
12	MARKER,	permanent, bullet type, black	10	Piece	250.00
13	MARKER,	whiteboard, bullet type, black (Refillable)	5	Piece	100.00
14	OTR Green Plain	(8.5" x 14")	50	Ream	101,000.00
15	PAPER,	bond, long, subs. 24	120	Ream	48,000.00
16	PAPER,	bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	120	Ream	24,000.00
17	PAPER CLIP,	gem type, 32mm, 100s/box	15	Box	375.00
18	PAPER PUNCHER	2 Hole (Large), 70mm, Heavy duty punch, Punching Capacity: 25 sheets, Metal Guide bar, Removable chip tray	2	Piece	500.00
19	PLASTIC ENVELOPE EXPANDING	(14.9"W x 9.8"H), w/ swaying grip handle made of plastic and push lock button made of metal, clear transparent, long and plain	20	Piece	1,200.00
20	PUSH/CORK PIN,	asstd. Colors	2	Box	120.00
21	RIBBON,	nylon, manual typewriter, w/ spool	10	Box	350.00
22	RUBBER BAND FLAT,	1.0mm min thickness, min. 75grams/pack	30	Pack	1,500.00
23	STAMP PAD INK,	violet, 50ml with applicator	10	Bottle	300.00
24	STAMP PAD,	felt pad, min 60mm x 100mm	15	Piece	750.00
25	STAPLE WIRE,	(26/16)standard, 5000 piece/box	20	Box	1,000.00
26	STAPLER,	heavy duty, standard	3	Piece	750.00

Other Information

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

Created by Juliet Elaine Acuna

Date Created 09/07/2019

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