



REQUEST FOR QUOTATION (RFQ) No. 240-2021

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
2021-06-147 (PROC)	VARIOUS OFFICE SUPPLIES	993,952.80

Purpose: failed items of various common office supplies for the 1st quarter (APP 2021)

Philgeps Posting: Active Date: 6/25/21 Category: Office Supplies
 Closing Date: 7/1/21 Reference No.: 7798915

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: 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 1-3) and eligibility documents is not later than 7/1/21 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City.

Open submission may be done manually or through email at **tsucanvassing@gmail.com / julietelaineacuna@yahoo.com / javy_carlos@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. 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.

CARLOTA M. MARCOS
Head, Procurement Unit

PRICE QUOTATION

Date: 6/24/21
 RFQ No. 240-2021
 PR No. 2021-06-147 (PROC)

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	units	Calculator , 12 digits	16		
2	pcs	Clearbook , A4	5		
3	boxes	Clip , backfold, 19mm	87		
4	boxes	Clip , backfold, 32mm	115		
5	boxes	Clip , backfold, 50mm	145		
6	boxes	Continuous Form , 1 ply, 280mm x 241mm	21		
7	boxes	Continuous Form , 2 ply, 280mm x 241mm, carbonless	2		
8	boxes	Continuous Form , 3 ply, 280mm x 241mm, carbonless	13		
9	tubes	Cutter Blade , for general purpose cutter / utility knife, 10pcs/tube	47		
10	pcs	Cutter , knife	47		
11	pcs	Data File Box , made with chipboard, with closed ends	820		
12	pcs	Data Folder , made with chipboard, taglia lock	94		
13	pcs	Dating and Stamping Machine , self-inking	36		
14	boxes	Envelope , expanding, kraft, legal, 100pcs/box	70		
15	boxes	Envelope , mailing white, 70gsm, 500pcs/box	6		
16	pcs	Eraser , felt, for blackboard / whiteboard	104		
17	pcs	Eraser , plastic or rubber	6		
18	pcs	File Organizer , legal	8		
19	sets	File Tab Divider , A4	15		
20	sets	File Tab Divider , legal	57		

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 : _____

PRICE QUOTATION

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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
21	pcks	Folder , tagboard, with tab, legal, 100pcs/pack	107		
22	bundles	Folder , fancy (morroco), with slide, legal, 50pcs/bundle	7		
23	pcks	Folder , L-type, A4 size, clear plastic, 50pcs/pack	5		
24	pcks	Folder , L-type, legal size, clear plastic, 50pcs/pack	8		
25	boxes	Folder , pressboard, legal	109		
26	bottles	Ink Refill , whiteboard marker, blue	5		
27	pcs	Magazine File Box , large	5		
28	pcs	Marker , permanent, bullet type, black	284		
29	pcs	Marker , permanent, bullet type, blue	64		
30	pcs	Marker , whiteboard, black	447		
31	pcs	Marker , whiteboard, blue	67		
32	pcs	Marker , whiteboard, red	47		
33	pads	Note Pad , stick-on, 3" x 4" (76mm x 100mm), 100 sheets/pad	10		
34	pad	Pad Paper , ruled	1		
35	boxes	Paper Clip , 33mm	258		
36	boxes	Paper Clip , 50mm	209		
37	reams	Paper , multi-purpose, 70gsm, legal	1,289		
38	pcs	Pencil Sharpener , 1pc in individual plastic ca	1		
39	boxes	Pencil , lead with eraser	10		
40	pcs	Puncher , paper, heavy duty, w/ two hole guide	18		

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 : _____

PRICE QUOTATION

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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
41	books	Record Book , 300 pages, size: 214mm x 278mm min	3		
42	boxes	Rubber Band , 70mm min, lay flat, length (#18)	25		
43	pcs	Ruler , plastic, 450mm, 1pc	10		
44	bottles	Stamp Pad Ink , purple or violet, 50ml	79		
45	pcs	Stamp Pad , felt, bed dimension: 60mm x 100mm, violet	45		
46	pcs	Stamp Remover , plier type	123		
47	boxes	Staple Wire , heavy duty, for binder type, 23/13	12		
48	boxes	Staple Wire , standard #35	480		
49	pcs	Stapler , standard type	100		
50	pcs	Tape Dispenser , table top, up to 24mm wide on 75mm core	35		
51	rolls	Tape , packaging, width: 48mm (± 1 mm)	52		
52	rolls	Tape , transparent, width: 48mm (± 1 mm)	254		

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 System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7793915
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number: 240-2021	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	25/06/2021
Approved Budget for the Contract: PHP 993,952.80	Last Updated / Time	24/06/2021 15:34 PM
Delivery Period: 30 Day/s	Closing Date / Time	01/07/2021 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 Office use.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Calculator,	12 digits	16	Unit	7,200.00
2	Clearbook,	A4	5	Piece	750.00
3	Clip,	backfold, 19mm	87	Box	1,305.00
4	Clip,	backfold, 32mm	115	Box	4,600.00
5	Clip,	backfold, 50mm	145	Box	10,150.00
6	Continuous Form,	1 ply, 280mmx241mm	21	Box	16,800.00
7	Continuous Form,	2 ply, 280mmx241mm carbonless	2	Box	2,140.00
8	Continuous Form,	3 ply, 280mmx241mm carbonless	13	Box	15,600.00
9	Cutterblade	for general purpose cutter/utility knife 10pcs tube	47	Tube	2,350.00
10	Cutter,	knife	47	Piece	2,820.00
11	Data file Box,	made with chipboard, with closed ends	820	Piece	114,800.00
12	Data Folder,	made with chipboard, taglia lock	94	Piece	23,500.00
13	Dating and stamping machine,	self-inking	36	Piece	18,000.00
14	Envelope,	expanding, kraft, legal, 100pcs/box	70	Box	105,000.00
15	Envelope,	mailing white, 70gsm, 500pcs/box	6	Box	3,300.00
16	Eraser,	felt for blackboard/whiteboard	104	Piece	3,120.00
17	Eraser,	plastic or rubber	6	Piece	120.00
18	File Organizer,	legal	8	Piece	1,760.00
19	File Tab divider,	A4	15	Set	375.00

22	Folder,	fancy (moroco), with slide legal, 50pcs/bundle	7	Bundle	4,550.00
23	Folder,	L-type, A4 size, clear plastic, 50pcs/pack	5	Pack	1,700.00
24	Folder,	L-type, legal size, clear plastic, 50pcs/pack	8	Pack	3,120.00
25	Folder, pressboard,	legal	109	Box	168,950.00
26	Ink refill,	whiteboard marker, blue	5	Bottle	725.00
27	Magazine File Box,	Large	5	Piece	850.00
28	Marker, permanent, bullet type,	black	284	Piece	11,360.00
29	Marker, Permanent, bullet type,	blue	64	Piece	2,560.00
30	Marker, whiteboard,	black	447	Piece	26,820.00
31	Marker, whiteboard,	blue	67	Piece	4,020.00
32	Marker, whiteboard,	red	47	Piece	2,820.00
33	Note Pad,	stick-on, 3"x4" (76mmx100mm), 100 sheets	10	Pad	518.80
34	Pad Paper,	ruled	1	Pad	40.00
35	Paper Clip,	33mm	258	Box	3,870.00
36	Paper Clip,	50mm	209	Box	5,852.00
37	Paper, multi-purpose,	70gsm, legal	1,289	Ream	257,800.00
38	Pencil Sharpener,	1pc in individual plastic ca	1	Piece	260.00
39	Pencil,	lead with eraser	10	Box	900.00
40	Puncher, paper, heavy duty,	w/ two hole guide	18	Piece	3,600.00
41	Record Book,	300 pages, size: 214mmx278mm min	3	Book	210.00
42	Rubber Band,	70mm min, lay flat, length (#18)	25	Box	4,500.00
43	Ruler, plastic,	450mm, 1pc	10	Piece	500.00
44	Stamp pad ink,	purple or violet, 50ml	79	Bottle	2,765.00
45	Stamp Pad, felt, bed dimension:	60mmx100mm, violet	45	Piece	2,250.00
46	Stamp remover,	plier type	123	Piece	8,610.00
47	Staple Wire, heavy duty,	for binder type 23/13	12	Box	540.00
48	Staple Wire,	standard #35	480	Box	26,400.00
49	Stapler,	standard type	100	Piece	38,000.00
50	Tape Dispenser	table top, up to 24mm wide on 75mm core	35	Piece	3,500.00
51	Tape, packaging,	width: 48mm (±1mm)	52	Roll	1,872.00
52	Tape, transparent,	width: 48mm (±1mm)	254	Roll	9,398.00

Other Information

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

Created by Juliet Elaine Acuna

Date Created 24/06/2021

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