



REQUEST FOR QUOTATION (RFQ) No. 325-2020

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
2020-092 (MISO)	RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION	950,000.00

Purpose:

Philgeps Posting: Active Date: 10/14/2020 Category: IT
 Closing Date: 10/19/2020 Reference No.: 7249890

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: 15 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 10/19/2020 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. 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: 10/13/2020
 RFQ No. 325-2020
 PR No. 2020-092 (MISO)

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	package	RENEWAL OF MICROSOFT OFFICE 365 SUBSCRIPTION (562 Licenses)	1		
		O365 Pro Plus Open faculty ShrdSvr ALNG SubsVL OLV E 1Mth each			
		Email Services ✓ Included ← Outlook			
		File Sharing and 5 TB One Drive Storage			
		Fully Installed Office on PC / MAC			
		Office Apps on tablets and photo			
		Self-Service BI in Excel			
		Office Online & Team Sites			

Warranty : _____ *PS-DBM*

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 : _____

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PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7249890
Procuring Entity TARLAC STATE UNIVERSITY
Title Renewal of Microsoft Office 365 Subscription
Area of Delivery Tarlac

Solicitation Number: 325-2020	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: Information Technology	Date Published	14/10/2020
Approved Budget for the Contract: PHP 950,000.00	Last Updated / Time	13/10/2020 10:51 AM
Delivery Period: 15 Day/s	Closing Date / Time	19/10/2020 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 MISO use.		
Line Items		
Item No	Description	Quantity
1	Renewal of Subscription	1
	Microsoft Office 365	Lot
		950,000.00
Other Information		
The bidders must download the attached documents in the associated components section.		

Created by Juliet Elaine Acuna

Date Created 13/10/2020

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