



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 578-2019

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
2019-09-355 (FDMO-PMU)	OFFICE SUPPLIES	50,250.00
<i>Purpose: FOR OFFICE USE</i>		

PhilGeps Posting:

Active Date: 9/26/19

Category: office supplies

Closing Date: 9/30/19

Reference No.: 6496050

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:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP

2. Bid Validity: 120 calendar days from submission of bids

3. Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605

4. 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.

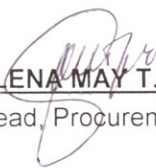
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

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 9/30/19 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 T. TEOFILO

Head, Procurement Unit

PRICE QUOTATION

Date. : 09/24/19
 RFQ No. : 578-2019
 PR/JO No. : 2019-09-355 (FDMO-PMU)

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	box	CLIP, BACKFOLD, 50 mm, 12s/BOX	50		
2	pc	DATA FILE BOX, (5" x 9" x 15 - 3/4")	100		
3	box	FOLDER, TAGBOARD, LEGAL SIZE, 100s/BOX	30		
4	box	METAL FASTENER, PAPER, 50 SETS/BOX	100		
5	roll	TAPE, MEASUREMENT 24 mm, 50 METERS	15		

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. : _____

Form No.: TSU-PRO-SF-06	Revision No.: 04	Effectivity Date: November 6, 2018	Page 2 of 2
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PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6496050
Procuring Entity TARLAC STATE UNIVERSITY
Title Office Supplies
Area of Delivery Tarlac

Solicitation Number:	578-2019	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	26/09/2019
Approved Budget for the Contract:	PHP 50,250.00	Last Updated / Time	25/09/2019 09:40 AM
Delivery Period:	30 Day/s	Closing Date / Time	30/09/2019 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 FDMO-PMU use.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	CLIP	Backfold, 50mm, 12s/Box	50	Box	9,000.00
2	DATA FILE BOX,	5"x9"x15-3/4"	100	Piece	13,000.00
3	FOLDER TAGBOARD	legal size, 100s/box	30	Box	19,500.00
4	METAL FASTENER	Paper, 50 sets/box	100	Box	8,000.00
5	TAPE	Transparent 24mm, 50 metes	15	Roll	750.00

Other Information

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

Created by Juliet Elaine Acuna

Date Created 25/09/2019

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