



# REQUEST FOR QUOTATION (RFQ) No. 762-2023

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
2023-10-419 (PROCUREMENT)	OFFICE DEVICES AND TOOLS	350,000.00
Purpose: Office Devices and Tools -APP 3rd Quarter		

Philgeps Posting: Active Date: 11/1/23 Closing Date: 11/7/23 Category: OFFICE SUPPLY & DEVICES Reference No.: 10274018

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- Latest Income / Business Tax Return
- 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) and eligibility documents is not later than 4/7/23 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.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.

**ELENA MAY T. TOFILO**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date: 10/20/2023  
 RFQ No. 762-2023  
 PR No. 2023-10-419 (PROCUREMENT)

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	unit	<b>COMPUTER STAND</b> , Monitor tray: made of wood; 2ft.x 2ft., Keyboard and mouse tray: made of wood; 3ft x 2ft., Stand: made of metal; Overall Height: 4ft.	2		
2	unit	<b>TABLE, Computer Table</b> , made of wood, frame size:1.8x0.45	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 : \_\_\_\_\_  
**E-mail Address** : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**BANK DETAILS:**

Bank Name : \_\_\_\_\_  
 Bank Address : \_\_\_\_\_  
 Bank Account Name : \_\_\_\_\_  
 Bank Account Number : \_\_\_\_\_



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10274018  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Office Devices and Tools  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 762-2023	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b> Goods	<b>Document Request List</b>	0
<b>Category:</b> Office Supplies and Devices	<b>Date Published</b>	01/11/2023
<b>Approved Budget for the Contract:</b> PHP 350,000.00	<b>Last Updated / Time</b>	31/10/2023 09:29 AM
<b>Delivery Period:</b> 30 Day/s	<b>Closing Date / Time</b>	07/11/2023 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068142  tsucanvassing@gmail.com		

**Description**

Office Devices and Tools -APP 3rd Quarter

**Line Items**

Item No.	Product/Service Name	Description	Quantity	Unit	Price
1	COMPUTER STAND	Monitor tray: made of wood; 2ft.x 2ft., Keyboard and mouse tray: made of wood; 3ft x 2ft., Stand: made of metal; Overall Height: 4ft.	2	Unit	50,000.00
2	TABLE, Computer Table	made of wood, frame size:1.8x0.45	15	Unit	300,000.00

**Other Information**

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

**Created by** Tutchie Panlilio  
**Date Created** 31/10/2023

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