



REQUEST FOR QUOTATION (RFQ) No. 127-2021

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
2021-02-044 (PROC)	VARIOUS OFFICE SUPPLIES	692,853.12
<i>Purpose: APP 1st Qtr 2021</i>		

Philgeps Posting: Active Date: 3/16/21 Closing Date: 3/16/21 Category: office supplies Reference No.: 7529896

Interested suppliers are required to submit the following documents:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Valid and Current Mayor's / Business Permit | <input checked="" type="checkbox"/> Latest Income / Business Tax Return |
| <input checked="" type="checkbox"/> Proof of PhilGeps Registration | <input checked="" type="checkbox"/> Omnibus Sworn Statement |
| | <input type="checkbox"/> 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 expendable supplies, or a 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 or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1-5) and eligibility documents is not later than 3/16/21 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: 2/5/21
 RFQ No. 126-2021
 PR No. 2021-02-044 (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
18	unit	Calculator, 12 digit	16 ✓		
20	box	Carbon Film, legal	2 ✓		
22	box	Chalk, white enamel	20		
23	piece	Clearbook, A4	5		
25	box	Clip, backfold, 19mm	90		
27	box	Clip, backfold, 32mm	125		
28	box	Clip, backfold, 50mm	154		
29	box	Continuous Form, 1ply, 280mm x 241mm	21		
30	box	Continuous Form, 2ply, 280mm x 241mm, carbonless	2		
31	box	Continuous Form, 3ply, 280mm x 241mm, carbonless	13		
32	tube	Cutter Blade, for heavy duty cutter, 10pcs/tube	49		
33	piece	Cutter, knife	60		
34	piece(s)	Data File Box, made with chipboard, with closed ends	969		
35	piece(s)	Data File Box, made with chipboard, taglia lock	110		
36	piece(s)	Dater, self inking stamp	21		
37	piece	Dating and Stamp Machine, self inking	42		
38	piece(s)	Dispenser, tape, table top for 24mm width	9		
40	box	Envelope, documentary, A4	2		

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

Date: 3/5/21
 RFQ No. 127-2021
 PR No. 2021-02-044 (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
41	box	Envelope, documentary, legal	153		
42	box	Envelope, expanding, kraft, legal	86		
45	box	Envelope, mailing, white, 500pcs/box	10		
46	pcs	Eraser, felt, for blackboard/whiteboard	118		
47	pcs	Eraser, plastic or rubber	6		
48	box	Fastener, metal, 70mm	471		
49	pcs	File Box, magazine, large	5		
50	pcs	File Organizer, legal	32		
51	set	File Tab Divider, A4	22		
52	set	File Tab Divider, legal	68		
54	pack	Folder, (tagboard) with tab, A4	25		
55	pack	Folder, (tagboard) with tab, legal	110		
57	pack	Folder, clear plastic, L-type, A4 size, 50s/pack	10		
58	pack	Folder, clear plastic, L-type, legal size, 50s/pack	24		
61	bundle	Folder, fancy, legal, 50pcs/bundle	7		
63	box	Folder, pressboard	111		
64	pack	Folder, tagboard A4 for A4 size documents, 100pcs per pack, 1pack	7		
65	box	Index Tab, self-adhesive	521		

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

Date: 3/21
 RFQ No. 127-2021
 PR No. 2021-02-044 (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
66	bottles	Ink Refill, for whiteboard marker, red	5		
67	bottles	Ink Refill, for whiteboard marker, blue	5		
68	set	Marker, fluorescent	86		
69	pcs	Marker, permanent, bullet type, black	49		
70	pcs	Marker, permanent, bullet type, black	254		
71	pcs	Marker, permanent, bullet type, blue	64		
72	pcs	Marker, permanent, bullet type, red	21		
73	pcs	Marker, whiteboard, black	517		
74	pcs	Marker, whiteboard, blue	73		
75	pcs	Marker, whiteboard, red	65		
76	pad	Note Pad, stick-on, 2" x 3", 100sheets/pad	26		
77	pad	Note Pad, stick-on, 3" x 3", 100sheets/pad	6		
78	pad	Note Pad, stick-on, 2" x 4", 100sheets/pad	10		
79	pad	Pad Paper, ruled	1		
80	box	Paper Clip, 33mm	283		
81	box	Paper Clip, 50mm	229		
85	reams	Paper, multi-purpose, 70gsm, legal	1294		

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

Date: 3/5/21
 RFQ No. 127-2021
 PR No. 2021-02-044 (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
87	pcs	Pencil Sharpener, 1pc in individual plastic case	1		
88	box	Pencil, lead w/ eraser	10		
89	pcs	Puncher, paper, heavy duty, w/ 2 hole guide	59		
90	book	Record Book, 300pages, size: 214mm x 278mm (min)	3		
91	book	Record Book, 500pages, size: 214mm x 278mm (min)	2		
93	box	Rubber Band, 70mm min lay flat length (#18)	29		
94	pairs	Ruler, symmetrical, blade, length: 65mm, 1pc	10		
95	pairs	Scissors, symmetrical, blade, length: 65mm	58		
97	pcs	Sign Pen, black, liquid/gel ink, 0.5mm	18		
98	pcs	Sign Pen, red, liquid/gel ink, 0.5mm	6		
99	bottles	Stamp Pad Ink, purple or violet, 50ml	79		
100	pcs	Stamp Pad Ink, felt, bed dimension: 60mm x 100mm, violet	47		

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 : _____

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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
102	bottles	Stamp Pad Ink, ink, purple or violet, 50ml (min)	7		
103	pcs	Staple Remover, plier type	129		
106	box	Staple Wire, heavy duty, 23/13	32		
107	box	Staple Wire, standard	480		
109	pcs	Stapler, standard type	139		
110	pcs	Tape Dispenser, table top	43		
111	roll	Tape, masking, 24mm (1mm)	226		
112	roll	Tape, masking, 48mm (1mm)	176		
113	roll	Tape, packagingt, 48mm (1mm)	77		
114	roll	Tape, transparent, 24mm (1mm)	404		
115	roll	Tape, transparent, 48mm (1mm)	266		

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 : _____

Form No.: TSU-PRO-SF-06	Revision No.: 06	Effectivity Date: March 5, 2020	Page 6 of 6
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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 7529896
Procuring Entity TARLAC STATE UNIVERSITY
Title Various Office Supplies
Area of Delivery Tarlac

Solicitation Number:	127-2021	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	10/03/2021
Approved Budget for the Contract:	PHP 692,853.12	Last Updated / Time	09/03/2021 13:39 PM
Delivery Period:	30 Day/s	Closing Date / Time	16/03/2021 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 APP 1st qtr 2021.

Line Items

Item No.	Description	Quantity	Unit	Unit Price	Total Price
1	Calculator,	12 digit	16	Unit	2,080.00
2	Carbon Film,	legal	2	Box	379.96
3	Chalk,	white enamel	20	Box	497.00
4	Clearbook,	A4	5	Piece	190.00
5	Clip,	backfold, 19mm	90	Box	619.20
6	Clip,	backfold, 32mm	125	Box	2,235.00
7	Clip,	backfold, 50mm	154	Box	6,156.92
8	Continuous Form,	1 ply, 280mmx241mm	21	Box	12,153.75
9	Continuous Form,	2 ply, 280mmx241mm carbonless	2	Box	1,317.60
10	Continuous Form,	3 ply, 280mmx241mm, carbonless	13	Box	7,133.75
11	Cutter Blade,	for heavy duty cutter, 10pcs/tube	49	Tube	726.18
12	Cutter	knife	60	Piece	2,005.80
13	Data File Box,	made with chipboard, with closed ends	969	Piece	74,806.80
14	Data File Box	made with chipboard, tagla lock	110	Piece	7,550.40
15	Dater,	self inking stamp	21	Piece	12,577.95
16	Dating and Stamp Machine,	self inking	42	Piece	19,066.32
17	Dispenser,	tape table top for 24mm width	9	Piece	502.47
18	Envelope,	documentary, A4	2	Box	723.84
19	Envelope,	documentary, legal	153	Box	71,562.69

23	Eraser,	plastic or rubber	6	Piece	12.48
24	Fastener,	métal, 70mm	471	Box	24,878.22
25	File box,	magazine, large	5	Piece	332.50
26	File organizer,	legal	32	Piece	2,174.40
27	File Tab Divider,	A4	22	Set	261.36
28	File tab divider,	legal	68	Set	1,079.84
29	Folder,	(tagboard) with tab, A4	25	Pack	4,334.50
30	Folder,	(tagboard) with tab, legal	110	Pack	21,192.60
31	Folder,	clear plastic, L-type, A4 size, 50s/pack	10	Pack	1,598.80
32	Folder,	clear plastic, L-type, legal size, 50s/pac	24	Pack	4,056.00
33	Folder,	fancy, legal, 50pcs/bundle	7	Bundle	1,925.00
34	Folder,	pressboard	111	Box	79,698.00
35	Folder,	tagboard A4 for A4 size documents 100 pcs per pack, 1 pack	7	Pack	2,249.52
36	Index tab,	self adhesive	521	Box	23,997.26
37	Ink refill,	for whiteboard marker, red	5	Bottle	750.00
38	Ink refill,	for whiteboard marker, blue	5	Bottle	550.00
39	Marker,	fluorescent	86	Set	2,838.00
40	Marker,	permanent, bullet type, black	49	Piece	440.02
41	Marker,	permanent, bullet type, black	254	Piece	2,280.92
42	Marker,	permanent, bullet type, blue	64	Piece	574.72
43	Marker,	permanent, bullet type, red	21	Piece	188.58
44	Marker,	whiteboard, black	517	Piece	5,107.96
45	Marker,	whiteboard, blue	73	Piece	721.24
46	Marker,	whiteboard, red	65	Piece	642.20
47	Note pad,	stick-on, 2"x3", 100sheets/pad	26	Pad	776.88
48	Note pad,	stick-on, 3"x3", 100sheets/pad	6	Pad	233.88
49	Note pad,	stick-on, 2"x4", 100sheets/pad	10	Pad	518.80
50	Pad paper,	ruled	1	Pad	17.30
51	Paper clip,	33mm	283	Box	1,839.50
52	Paper clip,	50mm	229	Box	2,977.00
53	Paper,	multi-purpose, 70gsm, legal	1,294	Ream	128,106.00
54	Pencil Sharpener,	1pc in individual plastic case	1	Piece	180.00
55	Pencil,	lead w/ eraser	10	Box	182.80
56	Puncher,	paper, heavy duty, w/ 2 hole guide	59	Piece	6,482.92
57	Record book,	300pages, size: 214mmx278mm (min)	3	Book	170.25
58	Record book,	500pages, sizes: 214mmx278mm (min)	2	Book	163.00
59	Rubber Band,	70mm min lay flat length (#18)	29	Box	2,591.73
60	Ruler,	symmetrical, blade, length: 65mm, 1pc	10	Pair	148.80
61	Scissors,	symmetrical blade, length: 65mm	58	Pair	765.60
62	Sign Pen,	black, liquid/gel ink, 0.5mm	18	Piece	659.34
63	Sign Pen,	red, liquid/gel ink, 0.5mm	6	Piece	219.78
64	Stamp pad ink,	purple or violet, 50ml	79	Bottle	1,870.72
65	Stamp pad ink,	felt, bed dimension: 60mmx100mm, violet	47	Piece	1,404.36
66	Stamp pad ink,	ink, purple or violet, 50ml (min)	7	Bottle	215.60
67	Staple Remover	plier type	129	Piece	2,254.92
68	Staple wire, heavy duty,	23/13	32	Box	720.00
69	Staple Wire,	standard	480	Box	8,731.20
70	Stapler,	Standard Type	139	Piece	11,798.32
71	Tape Dispenser,	Table top	43	Piece	1,972.84
72	Tape, masking,	24mm (1mm)	226	Roll	11,950.88

A 76 f	Tape, transparent, 48mm (1mm)	48mm (1mm)	266	Roll	6,783.00
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Other Information

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

Created by Juliet Elaine Acuna

Date Created 09/03/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.