



REQUEST FOR QUOTATION

RFQ No. 108-2026

Date: March 04, 2026

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Various Office Supplies** with an Approved Budget for the Contract of **Nine Hundred Fifty-Three Thousand Four Hundred Forty Pesos (PhP 953,440.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00PM of 11 March 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

WILMARK J. RAMOS

Chairperson, Bids and Awards Committee-Goods and Services

Tarlac State University

Romulo Boulevard, San Vicente Tarlac City

Telephone No. (045) 606-8162

Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- Valid Business/Mayor's Permit
- PhilGEPS Registration Number
- Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance)
- Notarized Omnibus Sworn Statement, if applicable
- Latest Income/Business Tax Return, if applicable
- Others, _____

The Head of the Procuring Entity (HoPE) of the TSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:


MENCHIE D. ABELLAR

Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
7. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The following shall be observed in accomplishing the Quotation/Proposal Form:



Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply)
			YES or NO
<ol style="list-style-type: none"> 1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance; 2. Check if compliant with the specifications or not. 			

3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
10. The item/s shall be delivered according to the accepted offer of the bidder.
11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
12. Payment shall be made after delivery and upon the submission of the required supporting documents.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee

Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

	Minimum Technical Specifications	Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Various Office Supplies				
1	BATTERY , AA, Rechargeable, heavy duty	40 packs		
2	BATTERY , Original AA Batteries Charger +1.2V AA 2450mAh Ni-MH Rechargeable	1 piece		
3	BOOK PAPER , Long, Subs 24 (Student Handbook/Claw Exam Booklet/Graduation)	50 reams		
4	MARKER , Permanent, Tip: Fine, Black, Refillable	30 pieces		
5	MARKER , WhiteBoard, Black, Refillable	30 pieces		
6	TWIST TIE WIRE METAL , 100yard/roll Color: Maroon (5) and Golden Yellow (5)	10 rolls		
7	TWIST TIE WIRE METAL , 12cm, 800pcs/pack Color: Maroon (5) and Golden Yellow (5)	10 pieces		
8	PAPER , Coated, (C2S), 100gsm, 11x17	5000 pieces		
9	PAPER , Coated, (C2S), 100gsm, A3	5000 pieces		
10	PAPER , Parchment, for diploma, Material: Front: Full Colors, Back: none, Security Features: UV Invisible Security Ink Printing-Fibers & Logo/Text, Gold/Silver Stamping (Logo), 3D Gold/Silver/Transparent Tamper Proof hologram sticker, Serial numbering (as per sample)	5000 pieces		
11	PAPER , Sublimation, A4, 100 Sheets/Pack	15 packs		
12	PAPER , Vellum Board, White, 220gsm, Legal, 10 sheets per pack	30 packs		
13	PAPER , Vellum, 8-1/2" x 13", 180gsm, White	30000 pieces		
14	PHOTO PAPER , A4, High glossy, 230gsm, 20 sheets/pack	20 packs		
15	PHOTO PAPER , Satin, A4, 230gsm, 20 sheets/pack	30 packs		
16	RULER , Metal stainless steel, "24, drawing measuring tool	2 pieces		
17	RULER , Metal stainless steel, "36, drawing measuring tool	2 pieces		
18	STAPLE WIRE , Heavy duty, 6mm	30 boxes		
19	VELLUM , Velum Board Cartolina, size 22.5"x28.5" (cartolina size) 220gsm	500 pieces		

Warranty Period (for equipment, tools, and devices)			
Delivery Period: (<u>70</u> calendar days)			
nothing as follows			

Payment Terms

Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

Interested suppliers shall provide the following Bank Details in the statement of compliance column:

Bank Name: _____

Bank Branch/Address: _____

Bank Account Name: _____

Bank Account Number: _____

FINANCIAL OFFER:

Procurement of Various Office Supplies			
Approved Budget for the Contract (ABC):			
Nine Hundred Fifty-Three Thousand Four Hundred Forty Pesos (PhP 953,440.00)			
	Items	Quantity (A)	Offered Price per Unit (B)
		Total Offered Price per Item (A x B)	
1	BATTERY, AA, Rechargable, heavy duty	40	
2	BATTERY, Original AA Batteries Charger +1.2V AA 2450mAh Ni-MH Rechargable	1	
3	BOOK PAPER, Long, Subs 24 (Student Handbook/Claw Exam Booklet/Graduation)	50	
4	MARKER, Permanent, Tip: Fine, Black, Refillable	30	
5	MARKER, WhiteBoard, Black, Refillable	30	
6	TWIST TIE WIRE METAL, 100yard/roll	10	
7	TWIST TIE WIRE METAL, 12cm, 800pcs/pack Color: Maroon (5) and Golden Yellow (5)	10	
8	PAPER, Coated, (C2S), 100gsm, 11x17	5000	
9	PAPER, Coated, (C2S), 100gsm, A3	5000	
10	PAPER, Parchment, for diploma, (as per sample)	5000	
11	PAPER, Sublimation, A4, 100 Sheets/Pack	15	
12	PAPER, Vellum Board, White, 220gsm, Legal, 10 sheets per pack	30	
13	PAPER, Vellum, 8-1/2" x 13", 180gsm, White	30000	

14	PHOTO PAPER, A4, High glossy, 230gsm, 20 sheets/pack	20		
15	PHOTO PAPER, Satin, A4, 230gsm, 20 sheets/pack	30		
16	RULER, Metal stainless steel, "24, drawing	2		
17	RULER, Metal stainless steel, "36, drawing	2		
18	STAPLE WIRE, Heavy duty, 6mm	30		
19	VELLUM, Velum Board Cartolina, size 22.5"x28.5" (cartolina size)	500		
			Grand Total	

Total Offered Quotation	In Words:
	In Figures:

Signature Over Printed Name

Position/Designation

Company Registered Name

Office Telephone/Mobile Nos.

Email Address/es

Date



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12827496
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Various Office Supplies
Area of Delivery Tarlac

Solicitation Number:	108-2026	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	05/03/2026
Approved Budget for the Contract:	PHP 953,440.00	Last Updated / Time	04/03/2026 17:26 PM
Delivery Period:	30 Day/s	Closing Date / Time	11/03/2026 13:00 PM
Client Agency:			
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

Description

for office use

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	BATTERY	AA, Rechargeable, heavy duty	40	Pack	40,000.00
2	BATTERY	Original AA Batteries Charger +1.2V AA 2450mAh Ni-MH Rechargeable	1	Piece	1,000.00
3	BOOK PAPER	Long, Subs 24 (Student Handbook/Claw Exam Booklet/Graduation)	50	Ream	25,000.00
4	MARKER	Permanent, Tip: Fine, Black, Refillable	30	Piece	1,500.00
5	MARKER	WhiteBoard, Black, Refillable	30	Piece	1,950.00
6	TWIST TIE WIRE	METAL, 100yard/roll Color: Maroon (5) and Golden Yellow (5)	10	Roll	1,000.00
7	TWIST TIE WIRE	METAL, 12cm, 800pcs/pack Color: Maroon (5) and Golden Yellow (5)	10	Piece	1,000.00
8	PAPER	Coated, (C2S), 100gsm, 11x17	5,000	Piece	75,000.00
9	PAPER	Coated, (C2S), 100gsm, A3	5,000	Piece	60,000.00
10	PAPER	Parchment, for diploma, Material: Front: Full Colors, Back: none, Security Features: UV Invisible Security Ink Printing-Fibers & Logo/Text, Gold/Silver Stamping (Logo), 3D Gold/Silver/Transparent Tamper Proof hologram sticker, Serial numbering (as pe	5,000	Piece	250,000.00
11	PAPER	Sublimation, A4, 100 Sheets/Pack	15	Pack	10,500.00
12	PAPER	Vellum Board, White, 220gsm, Legal, 10 sheets per pack	30	Pack	990.00
13	PAPER	Vellum, 8-1/2" x 13", 180gsm, White	30,000	Piece	450,000.00

14	PHOTO PAPER	A4, High glossy, 230gsm, 20 sheets/pack	20	Pack	2,000.00
15	PHOTO PAPER	Satin, A4, 230gsm, 20 sheets/pack	30	Pack	9,000.00
16	RULER	Metal stainless steel, "24, drawing measuring tool	2	Piece	200.00
17	RULER	Metal stainless steel, "36, drawing measuring tool	2	Piece	300.00
18	STAPLE WIRE	Heavy duty, 6mm	30	Box	9,000.00
19	VELLUM	Velum Board Cartolina, size 22.5"x28.5" (cartolina size) 220gsm	500	Piece	15,000.00

Other Information

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

Note: Award shall be on a "per line item" basis.

Please refer to the Request for Quotation for complete specifications

Created by Tutchie Panlilio

Date Created 04/03/2026

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.