



REQUEST FOR QUOTATION

RFQ No. 679-2025

Date: December 10, 2025

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 **Eight Hundred Fifty-Three Thousand Six Hundred Fifty-Five Pesos and 43/100 (PhP 853,655.43)** 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 17 December 2025**, 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:

1

2

| Minimum Technical Specifications | Quantity | Offered Technical Specification/Service | Statement of Compliance (Comply or Not Comply) |
|--|----------|---|--|
| | | | YES or NO |
| 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) |
|--|---|-------------|----------------------------------|--|
| <i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i> | | | | |
| Procurement of Various Office Supplies | | | | |
| 10 | CLEAR BOOK (LEGAL) | 26 pieces | | |
| 14 | CLIP, BINDER 32MM/ 1-1/4" (12'S/BOX) | 74 boxes | | |
| 16 | CLIP, PAPER 33MM | 297 boxes | | |
| 20 | COMPUTER CONTINUOUS FORM, 1 Ply, 280mm x 378mm (11" x 14.88") | 14 boxes | | |
| 21 | COMPUTER CONTINUOUS FORM, TSF, 3 PLY 11 X 14-7/8 (CARBONLESS) | 14 boxes | | |
| 23 | DATA FILE BOX, CLOSED END | 304 pieces | | |
| 25 | DATER, SELF-INKING STAMP | 16 pieces | | |
| 26 | DATING AND STAMPING MACHINE, self-inking with removable and refillable ink, four band date and 12 years band. | 22 pieces | | |
| 28 | ENVELOPE, documentary A4 (500/box) | 4 boxes | | |
| 31 | ENVELOPE, EXPANDING PLASTIC (LONG) | 216 pieces | | |
| 32 | ENVELOPE, MAILING LONG (WHITE, 500PCS/BOX) | 30 boxes | | |
| 34 | ERASER, PENCIL | 15 pieces | | |
| 42 | FOLDER, TAGBOARD LEGAL SIZE (100/PACK) | 199 packs | | |
| 45 | INDEX TAB, AC | 218 boxes | | |
| 46 | MARKER, FLUORESCENT (3 PCS./SET) | 185 sets | | |
| 53 | NOTE PAD, STICKER 2" X 3" | 56 pads | | |
| 62 | PAPER, MULTI-PURPOSE 70 GSM (8.5" X 13") | 3165 reams | | |
| 63 | PAPER, parchment A4 | 5 boxes | | |
| 65 | PENCIL, Lead with eraser. | 27 boxes | | |
| 69 | RECORD BOOK, 500 PP. | 42 books | | |
| 75 | PEN, SIGN (0.7mm) Blue | 3 pieces | | |
| 78 | INK, STAMP PAD (VIOLET) | 105 bottles | | |
| 80 | STAMP PAD, FELT | 87 pieces | | |
| 87 | NOTE PAD, STICKER 3" X 4" | 19 pads | | |
| 90 | TAPE, MASKING 2" | 493 rolls | | |
| 93 | TAPE, TRANSPARENT 2" | 81 rolls | | |
| Warranty Period (for equipment, tools, and devices) | | | | |
| Delivery Period: (40 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): | | | | |
| Eight Hundred Fifty-Three Thousand Six Hundred Fifty-Five Pesos and 43/100 (PhP 853,655.43) | | | | |
| Items | | Quantity (A) | Offered Price per Unit (B) | Total Offered Price per Item (A x B) |
| 10 | CLEAR BOOK (LEGAL) | 26 | | |
| 14 | CLIP, BINDER 32MM/ 1-1/4" (12'S/BOX) | 74 | | |
| 16 | CLIP, PAPER 33MM | 297 | | |
| 20 | COMPUTER CONTINUOUS FORM, 1 Ply, 280mm x 378mm (11" x 14.88") | 14 | | |
| 21 | COMPUTER CONTINUOUS FORM, TSF, 3 PLY 11 X 14-7/8 (CARBONLESS) | 14 | | |
| 23 | DATA FILE BOX, CLOSED END | 304 | | |
| 25 | DATER, SELF-INKING STAMP | 16 | | |
| 26 | DATING AND STAMPING MACHINE | 22 | | |
| 28 | ENVELOPE, documentary A4 (500/box) | 4 | | |
| 31 | ENVELOPE, EXPANDING PLASTIC (LONG) | 216 | | |
| 32 | ENVELOPE, MAILING LONG (WHITE, 500PCS/BOX) | 30 | | |
| 34 | ERASER, PENCIL | 15 | | |
| 42 | FOLDER, TAGBOARD LEGAL SIZE (100/PACK) | 199 | | |
| 45 | INDEX TAB, AC | 218 | | |
| 46 | MARKER, FLUORESCENT (3 PCS./SET) | 185 | | |
| 53 | NOTE PAD, STICKER 2" X 3" | 56 | | |
| 62 | PAPER, MULTI-PURPOSE 70 GSM | 3165 | | |
| 63 | PAPER, parchment A4 | 5 | | |
| 65 | PENCIL, Lead with eraser. | 27 | | |
| 69 | RECORD BOOK, 500 PP. | 42 | | |
| 75 | PEN, SIGN (0.7mm) Blue | 3 | | |
| 78 | INK, STAMP PAD (VIOLET) | 105 | | |
| 80 | STAMP PAD, FELT | 87 | | |

| | | | |
|----------------|------------------|-----------------------------------|-------------|
| TSU-PRO-SF-121 | Revision No.: 00 | Effectivity Date: August 12, 2025 | Page 4 of 5 |
|----------------|------------------|-----------------------------------|-------------|

| | | | | |
|----|---------------------------|-----|--------------------|--|
| 87 | NOTE PAD, STICKER 3" X 4" | 19 | | |
| 90 | TAPE, MASKING 2" | 493 | | |
| 93 | TAPE, TRANSPARENT 2" | 81 | | |
| | | | | |
| | | | 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 12682182
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Various Office Supplies
Area of Delivery Tarlac

| | | | |
|-----------------------------------|--|-----------------------|---------------------|
| Solicitation Number: | 679-2025 | Status | Pending |
| Trade Agreement: | Implementing Rules and Regulations | | |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Associated Components | 3 |
| Classification: | Goods | Bid Supplements | 0 |
| Category: | Office Supplies and Devices | | |
| Approved Budget for the Contract: | PHP 853,655.43 | Document Request List | 0 |
| Delivery Period: | 40 Day/s | | |
| Client Agency: | | Date Published | 12/12/2025 |
| Contact Person: | Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com | Last Updated / Time | 11/12/2025 11:05 AM |
| | | Closing Date / Time | 17/12/2025 13:00 PM |

Description

for various Offices use
Line Items

| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
|----------|-----------------------------|--|----------|-------|--------------|
| 1 | CLEAR BOOK | (LEGAL) | 26 | Piece | 964.08 |
| 2 | CLIP | BINDER 32MM/ 1-1/4" (12'S/BOX) | 74 | Box | 2,171.90 |
| 3 | CLIP | PAPER 33MM | 297 | Box | 2,664.09 |
| 4 | COMPUTER CONTINUOUS FORM | 1 Ply, 280mm x 378mm (11" x 14.88") | 14 | Box | 25,441.08 |
| 5 | COMPUTER CONTINUOUS FORM | TSF, 3 PLY 11 X 14-7/8 (CARBONLESS) | 14 | Box | 2,258.20 |
| 6 | DATA FILE BOX | CLOSED END | 304 | Piece | 45,980.00 |
| 7 | DATER | SELF-INKING STAMP | 16 | Piece | 6,914.56 |
| 8 | DATING AND STAMPING MACHINE | self-inking with removable and refillable ink, four band date and 12 years band. | 22 | Piece | 10,985.92 |
| 9 | ENVELOPE | documentary A4 (500/box) | 4 | Box | 3,441.24 |
| 10 | ENVELOPE | EXPANDING PLASTIC (LONG) | 216 | Piece | 6,685.20 |
| 11 | ENVELOPE | MAILING LONG (WHITE, 500PCS/BOX) | 30 | Box | 13,712.10 |
| 12 | ERASER | PENCIL | 15 | Piece | 140.10 |
| 13 | FOLDER | TAGBOARD LEGAL SIZE (100/PACK) | 199 | Pack | 79,454.73 |
| 14 | INDEX TAB | AC | 218 | Box | 47,524.00 |
| 15 | MARKER | FLUORESCENT (3 PCS./SET) | 185 | Set | 5,840.45 |
| 16 | NOTE PAD | STICKER 2" X 3" | 56 | Pad | 2,106.16 |

| | | | | | |
|----|-------------|-----------------------------------|-------|--------|------------|
| 17 | PAPER | MULTI-PURPOSE 70 GSM (8.5" X 13") | 3,165 | Ream | 510,514.50 |
| 18 | PAPER | parchment A4 | 5 | Box | 782.60 |
| 19 | PENCIL | Lead with eraser. | 27 | Box | 1,225.26 |
| 20 | RECORD BOOK | 500 PP. | 42 | Book | 5,310.06 |
| 21 | PEN | SIGN (0.7mm) Blue | 3 | Piece | 87.66 |
| 22 | INK | STAMP PAD (VIOLET) | 105 | Bottle | 3,245.55 |
| 23 | STAMP PAD | FELT | 87 | Piece | 3,473.04 |
| 24 | NOTE PAD | STICKER 3" X 4" | 19 | Pad | 1,126.32 |
| 25 | TAPE | MASKING 2" | 493 | Roll | 69,212.27 |
| 26 | TAPE | TRANSPARENT 2" | 81 | Roll | 2,394.36 |

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 11/12/2025

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.