



# REQUEST FOR QUOTATION (RFQ) No. 873-2023

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 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
2023-12-490 (PROCUREMENT)	VARIOUS OFFICE SUPPLIES	114,176.59
Purpose: Office Supplies 3rd Quarter- Supplemental (for New Offices)		

Philgeps Posting: Active Date: 12/21/23 Closing Date: 12/27/23 Category: OFFICE SUPPLIES & SERVICES Reference No.: 10440239

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 expandable 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 12/27/23 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. TEOFILO**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date: 12/15/2023  
 RFQ No. 873-2023  
 PR No. 2023-12-490 (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	piece	CLEARBOOK, 20 transparent pockets, A4	5		
2	piece	CLEARBOOK, 20 transparent pockets, legal	5		
3	piece	CLIP BOARD, Legal	5		
4	box	CLIP, backfold, 19mm	5		
5	box	CLIP, backfold, 25mm	19		
6	box	CLIP, backfold, 32mm	13		
7	box	CLIP, backfold, 50mm	28		
8	piece	CORK BOARD, wall mount, 3ft x 4ft	2		
9	piece	CUTTER, utility knife, for general purpose	5		
10	piece	DATA FILE BOX, with closed ends, material: chipboard 3mm thick (min)	117		
11	piece	DATA FOLDER, made with chipboard, taglia lock	20		
12	piece	DATING AND STAMPING MACHINE, self-inking, with removable and refillable ink pad, single color, with locking mechanism, four band date and 12 year band	4		
13	piece	DESK TRAY, Paper tray Organizer, 3 layers	7		
14	box	ENVELOPE, documentary, legal, 500pcs/box	8		
15	box	ENVELOPE, expanding, kraft, legal, 100pcs/box	6		
16	piece	ENVELOPE, expanding, plastic	1		
17	piece	ERASER, felt, for blackboard/whiteboard	11		
18	box	FASTENER, metal, 70mm, 50sets/box	25		
19	pack	FOLDER, L-Type, A4 size, Clear Plastic, 50s/pack	10		
20	pack	FOLDER, L-Type, Legal size, Clear Plastic, 50pcs/pack	12		

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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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
21	box	FOLDER, pressboard, 100pcs/box	3		
22	pack	FOLDER, tagboard, folder with tab, legal, 100pcs/pack	1		
23	tube	GLUE, solid white, 22 grams	20		
24	box	INDEX TAB, self-adhesive, transparent	18		
25	set	MARKER, fluorescent, 3 assorted colors per set	15		
26	piece	MARKER, permanent, felt tip, bullet type, black	52		
27	piece	MARKER, whiteboard, black, felt tip, bullet type	39		
28	piece	MARKER, whiteboard, blue, felt tip, bullet type	9		
29	pad	NOTE PAD, Stick-on, 3" x 3", (76mm x 76mm), 100 sheets per pad	8		
30	box	PAPER CLIP, vinyl/plastic coat, length: 33mm	28		
31	box	PAPER CLIP, vinyl/plastic coat, length: 50mm	18		
32	ream	PAPER, multi-purpose, 70gsm, A4	87		
33	ream	PAPER, multi-purpose, 70gsm, legal	87		
34	piece	PUNCHER, paper, heavy duty, with two hole guide	9		
35	piece	RECORD BOOK, 500 pages, size: 214mm x 278 mm min	2		
36	bundle	RING BINDER, plastic, 32mm, 10 pcs/bundle	10		
37	pair	SCISSORS, symmetrical/asymmetrical, blade length: 65mm	16		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
38	piece	SHARPENER, Desktop	2		
39	piece	SIGN PEN, black, liquid/gel ink, 0.5mm, non-refillable	2		
40	bottle	STAMP PAD INK, purple or violet, 50ml	5		
41	piece	STAMP PAD, felt, bed dimension: 60mm x 100mm, violet	6		
42	piece	STAMP, dry seal, cast-iron-matte black finish; 9 inch (H) x 5.5" (L); Footprint 1.5" (W) x 5.5" (L); Seal/Logo/Monogram (placed in 2" diameter base); 2" diameter; circle	3		
43	piece	STAPLE REMOVER, plier type	7		
44	box	STAPLE WIRE, standard	13		
45	piece	STAPLER, standard type	10		
46	pack	STICKER PAPER, (different colors) 8.5" x 11" (letter) matte type (10 sheets/pack)	10		
47	pack	TICKER PAPER, (different colors) 8.5" x 13" (legal) 50 pcs/pack matte type (10 sheets/pack)	10		
48	piece	TAPE DISPENSER, table top, for 24mm width tape	6		
49	roll	TAPE, double sided, 18mmx10m	3		
50	roll	TAPE, masking, width: 24mm (±1mm), length: 50 meters	28		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
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Sir / Madam:

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ITEM NO.	UNIT	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
51	roll	TAPE, masking, width: 48mm ( $\pm 1$ mm), length: 50 meters	22		
52	roll	TAPE, packaging, width: 48mm ( $\pm 1$ mm), length: 50 meters	5		
53	roll	TAPE, transparent, width: 24mm ( $\pm 1$ mm), length: 50 meters	24		
54	roll	TAPE, transparent, width: 48mm ( $\pm 1$ mm), length: 50 meters	21		
55	piece	WHITEBOARD, 4 x 8 ft	2		

Warranty : \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

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 Bank Account Number : \_\_\_\_\_



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10440239  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Various Office Supplies  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> Various Office Supplies <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b) <b>Classification:</b> Goods <b>Category:</b> Office Supplies and Devices <b>Approved Budget for the Contract:</b> PHP 114,176.59 <b>Delivery Period:</b> 30 Day/s <b>Client Agency:</b>	<b>Status</b> Pending	
	<b>Associated Components</b>	3
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	0
	<b>Date Published</b>	21/12/2023
<b>Contact Person:</b> Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068142  tsucanvassing@gmail.com	<b>Last Updated / Time</b>	20/12/2023 16:46 PM
	<b>Closing Date / Time</b>	28/12/2023 13:00 PM

#### Description

office supplies 3rd quarter

#### Line Items

Item No.	Item Name	Description	Quantity	Unit	Unit Price
1	CLEARBOOK	20 transparent pockets, A4	5	Piece	164.55
2	CLEARBOOK	20 transparent pockets, legal	5	Piece	181.80
3	CLIP BOARD	Legal	5	Piece	1,500.00
4	CLIP	backfold, 19mm	5	Box	43.60
5	CLIP	backfold, 25mm	19	Box	280.25
6	CLIP	backfold, 32mm	13	Box	332.28
7	CLIP	backfold, 50mm	28	Box	1,569.12
8	CORK BOARD	wall mount, 3ft x 4ft	2	Piece	3,500.00
9	CUTTER	utility knife, for general purpose	5	Piece	167.15
10	DATA FILE BOX	with closed ends, material: chipboard 3mm thick (min)	117	Piece	9,032.40
11	DATA FOLDER	made with chipboard, taglia lock	20	Piece	1,372.80
12	DATING AND STAMPING MACHINE	self-inking, with removable and refillable ink pad, single color, with locking mechanism, four band date and 12 year band	4	Piece	1,815.84
13	DESK TRAY	Paper tray Organizer, 3 layers	7	Piece	6,300.00
14	ENVELOPE	documentary, legal, 500pcs/box	8	Box	7,845.76
15	ENVELOPE	expanding, kraft, legal, 100pcs/box	6	Box	4,430.40
16	ENVELOPE	expanding, plastic	1	Piece	30.49

17	ERASER	felt, for blackboard/whiteboard	11	Piece	125.51
18	FASTENER	metal, 70mm, 50sets/box	25	Box	2,366.00
19	FOLDER	L-Type, A4 size, Clear Plastic, 50s/pack	10	Pack	1,875.40
20	FOLDER	L-Type, Legal size, Clear Plastic, 50pcs/pack	12	Pack	2,862.84
21	FOLDER	pressboard, 100pcs/box	3	Box	2,857.92
22	FOLDER	tagboard, folder with tab, legal, 100pcs/pack	1	Pack	333.26
23	GLUE	solid white, 22 grams	20	Tube	1,414.40
24	INDEX TAB	self-adhesive, transparent	18	Box	1,135.98
25	MARKER	fluorescent, 3 assorted colors per set	15	Set	549.90
26	MARKER	permanent, felt tip, bullet type, black	52	Piece	388.44
27	MARKER	whiteboard, black, felt tip, bullet type	39	Piece	376.35
28	MARKER	whiteboard, blue, felt tip, bullet type	9	Piece	86.85
29	NOTE PAD	Stick-on, 3" x 3", (76mm x 76mm), 100 sheets per pad	8	Pad	416.00
30	PAPER CLIP	vinyl/plastic coat, length: 33mm	28	Box	246.96
31	PAPER CLIP	vinyl/plastic coat, length: 50mm	18	Box	248.04
32	PAPER	multi-purpose, 70gsm, A4	87	Ream	11,983.38
33	PAPER	multi-purpose, 70gsm, legal	87	Ream	13,825.17
34	PUNCHER	paper, heavy duty, with two hole guide	9	Piece	1,357.20
35	RECORD BOOK	500 pages, size: 214mm x 278 mm min	2	Piece	241.84
36	RING BINDER	plastic, 32mm, 10 pcs/bundle	10	Bundle	2,742.30
37	SCISSORS	symmetrical/asymmetrical, blade length: 65mm	16	Pair	533.92
38	SHARPENER	Desktop	2	Piece	1,100.00
39	SIGN PEN	black, liquid/gel ink, 0.5mm, non-refillable	2	Piece	44.40
40	STAMP PAD INK	purple or violet, 50ml	5	Bottle	144.55
41	STAMP PAD	felt, bed dimension: 60mm x 100mm, violet	6	Piece	239.52
42	STAMP	dry seal, cast-iron-matte black finish; 9 inch (H) x 5.5" (L); Footprint 1.5" (W) x 5.5" (L); Seal/Logo/Monogram (placed in 2" diameter base); 2" diameter; circle	3	Piece	9,000.00
43	STAPLE REMOVER	plier type	7	Piece	195.09
44	STAPLE WIRE	standard	13	Box	308.88
45	STAPLER	standard type	10	Piece	1,456.00
46	STICKER PAPER	(different colors) 8.5" x 11" (letter) matte type (10sheets/pack)	10	Pack	400.00
47	STICKER PAPER	(different colors) 8.5" x 13" (legal) 50pcs/pack matte type (10sheets/pack)	10	Pack	500.00
48	TAPE DISPENSER	table top, for 24mm width tape	6	Piece	436.80
49	TAPE	double sided, 18mmx10m	3	Roll	165.00
50	TAPE	masking, width: 24mm (±1mm), length: 50 meters	28	Roll	1,732.64
51	TAPE	masking, width: 48mm (±1mm), length: 50 meters	22	Roll	2,665.52
52	TAPE	packaging, width: 48mm (±1mm), length: 50 meters	5	Roll	111.80
53	TAPE	transparent, width: 24mm (±1mm), length: 50 meters	24	Roll	268.32
54	TAPE	transparent, width: 48mm (±1mm), length: 50 meters	21	Roll	473.97
55	WHITEBOARD	4 x 8 ft	2	Piece	10,400.00

**Other Information**

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

**Created by** Titchie Panlilio

**Date Created** 20/12/2023

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.

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