



REQUEST FOR QUOTATION (RFQ) No. 162-2025

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
2025-053 (ORA)	LABOR AND MATERIALS: PRINTING SERVICES	900,000.00
<i>Purpose: for various purposes such as Board Examinations, Local and International employment, Certifications, and etc.</i>		

Philgeps Posting: Active Date: 3/21/25 Closing Date: 3/27/25 Category: PRINTING SERVICE Reference No.: 11904640

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 checked="" type="checkbox"/> With Physical Store | <input type="checkbox"/> Brochure, if applicable |
| <input type="checkbox"/> FDA, if applicable | <input type="checkbox"/> Sample, 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

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 1-2) and eligibility documents is not later than 3/27/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at **tsucanvassing@gmail.com** (045) 606-8110.

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: 03/20/2025
 RFQ No. 162-2025
 PR No. 2025-053 (ORA)

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
		LABOR AND MATERIALS: PRINTING SERVICES			
1	lot	60 Reams of Official Transcript of Records (OTR), Plain Front: Full Colors, Back: none Size: 8.5 x 13 inch, Security Features: UV Invisible Security Ink Printing-Fibers & Logo/Text, Gold/Silver Stamping (Logo), 3D Gold/Silver/Transparent Tamper Proof hologram sticker and Serial numbering	1		

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 : _____



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11904640
Procuring Entity TARLAC STATE UNIVERSITY
Title Labor and Materials: Printing Services
Area of Delivery Tarlac

Solicitation Number:	162-2025	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:	Printing Services	Date Published	21/03/2025
Approved Budget for the Contract:	PHP 900,000.00	Last Updated / Time	20/03/2025 14:23 PM
Delivery Period:	30 Day/s	Closing Date / Time	27/03/2025 13:00 PM
Client Agency:			
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		

Description

for various purposes such as Board Examinations, Local and International employment, Certifications, and etc.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Printing of Official Transcript of Records	60 Reams of Official Transcript of Records (OTR), Plain Front: Full Colors, Back: none ,Size: 8.5 x 13 inch, Security Features: UV Invisible Security Ink Printing-Fibers & Logo/Text, Gold/Silver Stamping (Logo),3D Gold/Silver/Transparent Tamper Proo	60	Ream	900,000.00

Other Information

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

Note: This item is to be acquired as a lot.

For the complete specifications, please refer to the attached Request for Quotation

Created by Tutchie Panlilio
Date Created 20/03/2025

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