Republic of the Philippines



TARLAC STATE UNIVERSITY

Romulo Boulevard San Vicente Tarlac City 2300 Tel. No. (045) 606-8157/606-8162 Website: www.tsu.edu.ph

REQUEST FOR QUOTATION

RFQ No. 654-2025 Date: December 03, 2025

The TARLAC STATE UNIVERSITY (TSU), through its Bids and Awards Committee (BAC), intends to procure Various Printer Consumables with an Approved Budget for the Contract of One Million Five Hundred Forty Thousand Five Hundred Twenty Pesos (PhP 1,540,520.00) 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 12 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

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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.
- 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.

1905-250-0

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:

	ice Compliance (Comply or Not Comply)
_	YES or NO

- 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.
- Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
- 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.
- 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.

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Date:	
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)
Not	te: Non-compliance with the ounds for disqualification	minimum	required specific	cations shall be
Pro	curement of Various Printer Cons	sumables		
1	DRUM, HP 19A	5 pieces		
2	INK BOTTLE, BLACK, BROTHER BTD60BK, COMPATIBLE WITH DCP-T720 DW	3 bottles		
3	INK BOTTLE, CYAN, BROTHER BT5000C, COMPATIBLE WITH DCP-T720 DW	3 bottles		
4	INK BOTTLE, Epson 001, Black, 127ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	56 bottles		
5	INK BOTTLE, Epson 001, Cyan, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44 bottles		
6	INK BOTTLE, Epson 001, Magenta, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44 bottles		
7	INK BOTTLE, Epson 001, Yellow, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44 bottles		
8	INK BOTTLE, Epson 003 Black 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	73 bottles		
9	INK BOTTLE, Epson 003 Cyan 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	49 bottles		
10	INK BOTTLE, Epson 003 Magenta 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	49 bottles		
11	INK BOTTLE, Epson 003 Yellow 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	49 bottles		
12	205 51 1 110 1 5			
13	INK BOTTLE, Genuine Epson T544, Black, Compatible with Epson L3110	12 bottles		
14	INK BOTTLE, Genuine Epson T544, Cyan, Compatible with Epson L3110			
15	INK BOTTLE, Genuine Epson T544, Magenta, Compatible with Epson L3110	6 bottles		
16	INK BOTTLE, Genuine Epson T544, Yellow, Compatible with Epson L3110	9 bottles		

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17	INK BOTTLE, MAGENTA, BROTHER BT5000M, COMPATIBLE WITH DCP-T720 DW	3 bottles		
18	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black, Compatible with Tank 115/Ink Tank AIO 310 315 319 410 415/Wireless Ink tank 419/Smart Ink Tank Wireless 450 455/Smart Tank 500 515 530 615/Desk Jet AIO GT 5810 5820	2 bottles		
19	INK BOTTLE, YELLOW, BROTHER BT5000Y, COMPATIBLE WITH DCP-T720 DW	3 bottles		
20	INK CARTRIDGE, Black, HP 952, F6U15AN	1 piece		
21	INK CARTRIDGE, Black, HP 953	2		
22	INK CARTRIDGE, Cyan, HP 952, LOS49AN	3 bottles		
23	INK CARTRIDGE, Cyan, HP 953	1 piece		
24	INK CARTRIDGE, Magenta, HP 952, LOS52N	3 bottles 1 piece		
25	INK CARTRIDGE, Magenta, HP 953	3 bottles		
26	INK CARTRIDGE, Yellow, HP 952,			
	LOSSSAN	1 piece		
27	INK CARTRIDGE, Yellow, HP 953	3 bottles		
28	INK, Epson T01D/T01C, Black, High-	6 packs		
	Capacity, Yield: 50,000 pages	o packs		
29	INK, Epson T01D/T01C, Black, High-	3 packs		
	Capacity, Yield: 50,000 pages	3 packs		
30	INK, Epson T01D/T01C, Magenta, High- Capacity, Yield: 50,000 pages	3 packs		
31	INK, Epson T01D/T01C, Yellow, High-	2 1		
01	Capacity, Yield: 50,000 pages	3 packs		
32	RIBBON CART, Epson, LQ2190			
33	TONER CART, Black, HP CE285A, for	4 cartridges		
	LaserJet P1102/P1102w	47 cartridges		
34	TONER CART, Black, W1107A, for M107A	84 cartridges		
35	TONER CART, HP 30A	2 cartridges		
36	TONER CART, HP CF217A, Black, for HP	61 cartridges		
	LaserJet Pro M102a Printer			
	Authorized Distributor/Reseller Requirement All printer consumables must be genuine/original (OEM). The supplier must be an Authorized Distributor or Authorized Reseller			
	of the brand(s) offered.			
	Supplier shall submit: Manufacturer's Authorization Certificate or Certificate of Authorized Distributorship/Reseller			
War	ranty Period (for equipment, , and devices)			
Deli	very Period: (30 calendar days)			
	4.4			
	noth	ing as follo)WS	

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

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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 Printer Consumables

Approved Budget for the Contract (ABC):

One Million Five Hundred Forty Thousand Five Hundred Twenty Pesos (PhP 1,540,520.00) Total Offered

	Items	Quantity (A)	Offered Price per Unit (B)	Total Offered Price per Item (A x B)
1	DRUM, HP 19A	5		
2	INK BOTTLE, BLACK, BROTHER BTD60BK,	3		
3	INK BOTTLE, CYAN, BROTHER BT5000C,	3		
4	INK BOTTLE, Epson 001, Black, 127ml	56		
5	INK BOTTLE, Epson 001, Cyan, 70ml	44		
6	INK BOTTLE, Epson 001, Magenta, 70ml	44		
7	INK BOTTLE, Epson 001, Yellow, 70ml	44		
8	INK BOTTLE, Epson 003 Black 65ml	73		
9	INK BOTTLE, Epson 003 Cyan 65ml	49		
10	INK BOTTLE, Epson 003 Magenta 65ml	49	_	
11	INK BOTTLE, Epson 003 Yellow 65ml	49		
12	INK BOTTLE, Epson 005, Black 140ml	118		
13	INK BOTTLE, Genuine Epson T544, Black,	12		
14	INK BOTTLE, Genuine Epson T544, Cyan,	6		
15	INK BOTTLE, Genuine Epson T544, Magenta,	6		
16	INK BOTTLE, Genuine Epson T544, Yellow,	9		
17	INK BOTTLE, MAGENTA, BROTHER BT5000M	3		
18	INK BOTTLE, Original HP GT52 Ink, 90 mL, Black,	2		
19	INK BOTTLE, YELLOW, BROTHER BT5000Y,	3		
20	INK CARTRIDGE, Black, HP 952, F6U15AN	1		
21	INK CARTRIDGE, Black, HP 953	3		
22	INK CARTRIDGE, Cyan, HP 952, LOS49AN	1		
23	INK CARTRIDGE, Cyan, HP 953	3		
24	INK CARTRIDGE, Magenta, HP 952, LOS52N	1		
25	INK CARTRIDGE, Magenta, HP 953	3		
26	INK CARTRIDGE, Yellow, HP 952, LOSS5AN	1		
27	INK CARTRIDGE, Yellow, HP 953	3		
28	INK, Epson T01D/T01C, Black,	6	_	
29	INK, Epson T01D/T01C, Black,	3		
30	INK, Epson T01D/T01C, Magenta,	3		
31	INK, Epson T01D/T01C, Yellow,	3		
32	RIBBON CART, Epson, LQ2190	4		
33	TONER CART, Black, HP CE285A	47		

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			Grand Total	
36	TONER CART, HP CF217A, Black	61		
35	TONER CART, HP 30A	2		
34	TONER CART, Black, W1107A, for M107A	84		

Total Offered Quotation	In Words:	
	In Figures:	

Signature Over Printed Name
Position/Designation
 Company Registered Name
Office Telephone/Mobile Nos.
Email Address/es
Date



Philippine Government Electronic Procurement System

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12653760

Procuring Entity

TARLAC STATE UNIVERSITY

Title

Procurement of Various Printer Consumables

Area of Delivery

Solicitation Number:	654-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	S
Classification:	Goods	Pid County and	
Category:	Office Equipment Supplies and Consumables	Bid Supplements	O
Approved Budget for the Contract:	PHP 1,540,520.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:			
		Date Published	03/12/2025
Contact Person:	Tutchie Panlilio		
	Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac	Last Updated / Time	02/12/2025 15:20 PM
	Philippines 2300 63-045-6068110 Ext.157	Closing Date / Time	12/12/2025 13:00 PM
	tsucanvassing@gmail.com		

Description

NOTE:

For Technical Requirements

• Authorized Distributor/Reseller Requirement

• All printer consumables must be genuine/original (OEM).

• The supplier must be an Authorized Distributor or Authorized Reseller of the brand(s) offered.

Supplier shall submit: Manufacturer's Authorization Certificate or Certificate of Authorized Distributorship/Reseller **Line Items**

Item No.	Product/Service Name	Description	Quantity	MOU	Budget (PHP)
1,	DRUM	HP 19A	5	Piece	28,000.00
2	INK BOTTLE	BLACK, BROTHER BTD60BK, COMPATIBLE WITH DCP-T720 DW	3	Bottle	1,200.00
3	INK BOTTLE	CYAN, BROTHER BT5000C, COMPATIBLE WITH DCP-T720 DW	3	Bottle	1,200.00
4	INK BOTTLE	Epson 001, Black, 127ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	56	Bottle	50,400.00
5	INK BOTTLE	Epson 001, Cyan, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44	Bottle	28,160.00
6	INK BOTTLE	Epson 001, Magenta, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44	Bottle	28,160.00
7	INK BOTTLE	Epson 001, Yellow, 70ml, Compatible with: L4150 L4160 L6150 L6160 L6170 L6190	44	Bottle	28,160.00

VI		printableBldivoticeAbs	uacı		
8	INK BOTTLE	Epson 003 Black 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	73	Bottle	29,200.00
9	INK BOTTLE	INK BOTTLE, Epson 003 Cyan 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190 49 bottles	49	Bottle	20,580.00
10	INK BOTTLE	Epson 003 Magenta 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	49	Bottle	20,580.00
11	INK BOTTLE	Epson 003 Yellow 65ml; Compatible with Epson L1110/L3100/L3101/L3110/L3150/L5190	49	Bottle	20,580.00
12	INK BOTTLE	Epson 005, Black 140ml; for printer M3170/M2140	118	Bottle	106,200.00
13	INK BOTTLE	Genuine Epson T544, Black, Compatible with Epson L3110	12	Bottle	9,600.00
14	INK BOTTLE	Genuine Epson T544, Cyan, Compatible with Epson L3110	6	Bottle	4,800.00
15	INK BOTTLE	Genuine Epson T544, Magenta, Compatible with Epson L3110	6	Bottle	4,800.00
16	INK BOTTLE	Genuine Epson T544, Yellow, Compatible with Epson L3110	9	Bottle	7,200.0
17	INK BOTTLE	MAGENTA, BROTHER BT5000M, COMPATIBLE WITH DCP-T720 DW	3	Bottle	1,200.0
18	INK BOTTLE	Original HP GT52 Ink, 90 mL, Black, Compatible with Tank 115/Ink Tank AIO 310 315 319 410 415/Wireless Ink tank 419/Smart Ink Tank Wireless 450 455/Smart Tank 500 515 530 615/Desk Jet AIO GT 5810 5820	2	Bottle	800.0
19	INK BOTTLE	YELLOW, BROTHER BT5000Y, COMPATIBLE WITH DCP-T720 DW	3	Bottle	1,200.0
20	INK CARTRIDGE	Black, HP 952, F6U15AN	1	Piece	2,000.0
21	INK CARTRIDGE	Black, HP 953	3	Bottle	6,000.0
22	INK CARTRIDGE	Cyan, HP 952, LOS49AN	1	Piece	2,000.0
23	INK CARTRIDGE	Cyan, HP 953	3	Bottle	6,000.0
24	INK CARTRIDGE	Magenta, HP 952, LOS52N	1	Piece	2,000.0
25	INK CARTRIDGE	Magenta, HP 953	3	Bottle	6,000.0
26	INK CARTRIDGE	Yellow, HP 952, LOS55AN	1	Piece	2,000.0
27	INK CARTRIDGE	Yellow, HP 953	3	Bottle	6,000.0
28	INK	Epson T01D/T01C, Black, High-Capacity, Yield: 50,000 pages	6	Pack	84,000.0
29	INK	Epson T01D/T01C, Black, High-Capacity, Yield: 50,000 pages	3	Pack	18,000.0
30	INK	Epson T01D/T01C, Magenta, High- Capacity, Yield: 50,000 pages	3	Pack	18,000.0
31	INK	Epson T01D/T01C, Yellow, High- Capacity, Yield: 50,000 pages	3	Pack	18,000.0
32	RIBBON CART	Epson, LQ2190	- 4	Cartridge	8,000.0
33	TONER CART	Black, HP CE285A, for LaserJet P1102/P1102w	47	Cartridge	305,500.0
34	TONER CART	Black, W1107A, for M107A	84	Cartridge	298,200.0
35	TONER CART	HP 30A	2	Cartridge	13,000.0
36	TONER CART	HP CF217A, Black, for HP LaserJet Pro M102a Printer	61	Cartridge	353,800.0

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

02/12/2025

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