



WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: 13 OCT 2025

Supplier : **E-GLORIA'S FLOWER SHOP, PARTY NEEDS & CATERING SERVICES/LORENZO E. CORDOBA**
Address : M.H Del Pilar, Sto. Cristo, Tarlac City
TIN : 405-183-384-000 Non-VAT
Tel. No. : 0939-734-8707 / 0917-180-1555

Work Order No.: 2025-217
Date : 10/13/2025
JO No. : 2025-230
Date: 10/7/2025
Mode of Procurement : Small Value Procurement (SVP)
Mode of Payment : n/15

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work on **October 13, 2025** upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	<p>PROCUREMENT OF RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING</p> <p>Rental of 200pieces seat cover for monobloc chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela</p> <p>*****</p>	2,500.00	2,500.00



In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

[Signature]
A1 2A 2 SALAT
Signature over Printed Name of Supplier
10-13-25
Date

Very truly yours,

[Signature]
DR. ARNOLD E. VELASCO
President
Authorized Official
OCT 13 2025

Fund Cluster : _____

Funds Available : _____

[Signature]
JASPER A. YAUDER, CPA
Budget Officer

ORS/BURS No. : 02-1000001-7005-10-788 01

Date of the ORS/BURS: 10-13-2025

Amount : 2.5M.N



NOA #:2025-654

Republic of the Philippines
TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac city
Telephone (045) 606-8110 Local 157/142 Website: www.tsu.edu.ph

NOTICE OF AWARD

October 13, 2025

MS. EUNICE LUISA E. CORDOBA
E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES
MH Del Pilar St, Tarlac City

Dear Ms. Cordoba,

After careful evaluation by the Bids and Awards Committee (BAC) following the Republic Act 9184 and through their recommendation, we are happy to notify you that the Quotation of **E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES** for the project: **PROCUREMENT OF RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING** specifically item # 1 contained in JO# 2025-230 with an amount equivalent to **Two Thousand Five Hundred Pesos (Php. 2,500.00)**, has been accepted.

You are therefore required to deliver the work on **October 13, 2025**, upon signing the Work Order. Failure to deliver the items as indicated in the Work Order shall constitute a sufficient ground for penalty of one-tenth (1/10) of one percent (1%) for every day of delay.

Your interest in this opportunity is highly appreciated and we look forward to the satisfactory performance of your obligation under this Project.

Very truly yours,

DR. ARNOLD E. VELASCO

President

OCT 13 2025

Conforme: 

MS. EUNICE LUISA E. CORDOBA
E-GLORIAS FLOWERSHOP, PARTY NEEDS & CATERING SERVICES
MH Del Pilar St, Tarlac City

Date: 10-13-25

BAC RESOLUTION NO. GS458-2025
PROCUREMENT OF RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS
FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING



Republic of the Philippines
TARLAC STATE UNIVERSITY
BIDS AND AWARDS COMMITTEE
Romulo Blvd., San Vicente, Tarlac City
Telefax: (045) 982-4630
Website: www.tsu.edu.ph

BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS458-2025

WHEREAS the Tarlac State University (TSU) **OFFICE OF REGISTRATION AND ADMISSION (ORA)** prepared the specifications for the procurement of the project: **RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING** per J.O. No. 2025-230 with an Approved Budget for the Contract (ABC) of **₱ 2,500.00**.

WHEREAS, in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that **SMALL VALUE PROCUREMENT** is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

WHEREAS, one (1) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NOS.	E-GLORIA'S FLOWERSHOP PARTY NEEDS AND CATERING SERVICES.	MOTHERS INFINITE ABUNDANCE CORP	RODOLFO MANUEL'S HAPAG KAINAN
1	2,500.00	NO QUOTE	NO QUOTE
TOTAL AWARDED	2,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES**. **has** the single calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- a. to declare the Quotation of **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES** for Item Nos. 1 of the project: **RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING** as the Single Calculated and Responsive Quotation with the price of **TWO THOUSAND FIVE HUNDRED PESOS (₱ 2,500.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES** for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING.

RESOLVED, at Tarlac State University, this **10th** day of **October 2025**.


WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson


RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


LEIMINA E. ALCONCEL
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President

OCT 13 2025



BAC Resolution Recommending Award of Contract Through Small Value Procurement

RESOLUTION NO. GS458-2025

WHEREAS the Tarlac State University (TSU) **OFFICE OF REGISTRATION AND ADMISSION (ORA)** prepared the specifications for the procurement of the project: **RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING** per J.O. No. 2025-230 with an Approved Budget for the Contract (ABC) of **₱ 2,500.00**.

WHEREAS, in Section 26 Rule IV of the Implementing Rules and Regulations of the R.A. 12009, otherwise known as the "New Government Procurement Act (NGPA)" the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach;

WHEREAS, in Section 34 provides further that **SMALL VALUE PROCUREMENT** is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services. The receipt of one (1) quotation is sufficient to proceed with the evaluation of bidders: Provided, That, the amount involved does not exceed Two Million Pesos (Php 2,000,000.00), subject to the periodic review of the threshold amount and adjustments as may be deemed appropriate by the GPPB;

WHEREAS, one (1) suppliers responded to the Request for Quotation and tendered their quotations as presented below.

ITEM NOS.	E-GLORIA'S FLOWERSHOP PARTY NEEDS AND CATERING SERVICES.	MOTHERS INFINITE ABUNDANCE CORP	RODOLFO MANUEL'S HAPAG KAINAN
1	2,500.00	NO QUOTE	NO QUOTE
TOTAL AWARDED	2,500.00	NONE	NONE

WHEREAS, the BAC evaluated the quotations and found that **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES**. has the single calculated quotation and its quotation complied with all the requirements for Item Nos. 1 of the project.

NOW, THEREFORE, based on the foregoing findings, **WE**, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**:

- a. to declare the Quotation of **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES** for Item Nos. 1 of the project: **RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING** as the Single Calculated and Responsive Quotation with the price of **TWO THOUSAND FIVE HUNDRED PESOS (₱ 2,500.00)** and

- b. to recommend to the Head of the Procuring Entity the Award of Contract to **E – GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES** for Item Nos. 1 of the project: RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING.

RESOLVED, at Tarlac State University, this **10th** day of **October 2025**.


WILMARK J. RAMOS
Chairperson


GRACE N. ROSETE
Vice Chairperson


RICO G. TOMAS
Member


JASPER A. YAUDER
Member


THEDA FLARE G. QUILALA
Member


LEIMINA E. ALCONCEL
Member/ End-User

Approved:


DR. ARNOLD E. VELASCO
President

OCT 13 2025



ABSTRACT OF QUOTATION

Date: October 10, 2025
Abstract No.: 473

Name of Project:		RENTAL OF SEAT COVER FOR MONOBLOC CHAIRS FOR THE TSU SCHOOL OF LAW CONFERMENT AND ALUMNI HOMECOMING		Per Item Basis	PR/JO No. :	2025-230		Mode of Procurement:	
Name of End-User:		ORA		Per Lot Basis	RFQ No.:	500-2025		SMALL VALUE	
NAME OF SUPPLIERS AND AMOUNT OF QUOTATION									
No.	Qty.	Unit	Item Name and Specifications	E- GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES.		MOTHERS INFINITE ABUNDANCE CORP		RODOLFO MANUEL'S HAPAG KAINAN	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	1	lot	Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	2,500.00	2,500.00	NO QUOTE	NONE	NO QUOTE	NONE
SUMMARY				Total	2,500.00	Total	NONE	Total	NONE
Particulars		ABC		LOWEST CALCULATED RESPONSIVE QUOTATIONS				TOTAL AMOUNT	
Item No. 1		2,500.00		E- GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES.				2,500.00	
Item No/s.									
(Add rows if more than 3 suppliers or service providers and for failed items)									
TOTAL APPROVED BUDGET FOR THE CONTRACT:		2,500.00		TOTAL QUOTED AMOUNT:				2,500.00	
Prepared by:		I hereby certify that I have checked, reviewed and accept this LCRO				Technical Working Group			
 <u>Mark Anthony T. Labit</u> BAC Secretariat Date:		 <u>LEIMINA E. ALCONCEL</u> End-User Date:				_____ Date:			
Approved by:									
 <u>WILMARK J. RAMOS</u> Chairman Date:		 <u>GRACE N. ROSETE</u> Vice Chair Date:		 <u>THEDA FLARE G. QUILALA</u> BAC Member Date:		 <u>RICO G. TOMAS</u> BAC Member Date:			
 <u>JASPER A. YAUDER</u> BAC Member Date:									



ELIGIBILITY CHECKING & EVALUATION

P.R./J.O. No.: 2025-230
 RFQ: 500-2025
 ABC: 2,500.00
 RENTAL OF SEAT COVER FOR
 MONOBLOC CHAIRS FOR THE
 TSU SCHOOL OF LAW
 CONFERMENT AND ALUMNI
 Name of the Project: HOMECOMING
 End-user: ORA

10/9/2025

ITEM NO.	NAME OF SUPPLIERS			ITEM DESCRIPTION	ABC (UNIT/TOTAL COST)
	E- GLORIA'S FLOWERSHOP, PARTY NEEDS AND CATERING SERVICES.	MOTHERS INFINITE ABUNDANCE CORP	RODOLFO MANUEL'S HAPAG KAINAN		
1	2,500.00	NO QUOTE	NO QUOTE	Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	2,500.00

Legal Documents Submitted:

- Mayor's/Business Permit (Valid until December 31, 2025)
- PhilGEPS Registration (Red Membership/Platinum)
- Tax Clearance (per RR017-2024 E0398 Series 2005, Updated Tax Clearance)
- Notarized Omnibus Sworn Statement, if applicable
- Latest Income/Business Tax Return, if applicable
- Others, _____

Recommendation:

Instruction to End-User : (Kindly indicate your recommendation for award in the space provided below, or recommend for the evaluation of the TWG (Technical Working Group).

e- glorias Flowershop

Prepared By:

Mark Anthony T. Labit

BAC Secretariat for Other Modalities

Date:

Evaluated By:

[Signature]
 TWG - Technical/End-User
 Date:



REQUEST FOR QUOTATION

RFQ No. 500-2025

Date: October 08, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming** with an Approved Budget for the Contract of **Two Thousand Five Hundred Pesos (PhP 2,500.00)** 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 09 October 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) 606-8157
 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

TSU-PRO-SF-120	Revision No.: 00	Effectivity Date: August 12, 2025	Page 1 of 4
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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.
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
<p>1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;</p> <p>2. Check if compliant with the specifications or not.</p>			

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 Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming			
1 Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	1 LOT	Same	yes
Warranty Period (for equipment, tools, and devices)			
Delivery Period (_____ calendar days)			
nothing as follows			

010/9/25

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: BPI

Bank Branch/Address: F. Tanedo St

Bank Account Name: LORONZO S. CORDOBA

Bank Account Number: 3809810133

FINANCIAL OFFER:

Procurement of Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming	
Approved Budget for the Contract (ABC): Two Thousand Five Hundred Pesos (PhP 2,500.00)	
Total Offered Quotation	In Words: <i>two thousand five hundred pesos only</i>
	In Figures: <i>₱ 2,500</i>

2,500.00

[Signature]
F. UNIE LULA E. COORDINA
Signature Over Printed Name

Position/Designation

E. Gloria Flores Ship, Party, Inc.
Company Registered Name

(045) 98205-83 / 09610906286
Office Telephone/Mobile Nos.

Email Address/es

Oct. 9, 2025
Date



REQUEST FOR QUOTATION

RFQ No. 500-2025

Date: October 08, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming** with an Approved Budget for the Contract of **Two Thousand Five Hundred Pesos (Php 2,500.00)** 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 09 October 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) 606-8157
 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
<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> ↓ 1 ↓ 2 </div>			
<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)
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>			
Procurement of Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming			
1 Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	1 LOT	N.A.	N.A.
Warranty Period (for equipment, tools, and devices)			10/1/25
Delivery Period (_____ 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 Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming	
Approved Budget for the Contract (ABC): Two Thousand Five Hundred Pesos (PhP 2,500.00)	
Total Offered Quotation	In Words:
	In Figures:

De 10/9/25

Freddie Layon

Signature Over Printed Name

Dir. in Operations

Position/Designation

MIA Corporation mothers Intimacy Abundance

Company Registered Name

0748 1149 703

Office Telephone/Mobile No.

San Roque Tuguegarao

Email Address/es

10-09-25

Date



REQUEST FOR QUOTATION

RFQ No. 500-2025

Date: October 08, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming** with an Approved Budget for the Contract of **Two Thousand Five Hundred Pesos (Php 2,500.00)** 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 09 October 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) 606-8157

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

TSU-PRO-SF-120	Revision No.: 00	Effectivity Date: August 12, 2025	Page 1 of 4
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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.
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)
<i>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</i>			
Procurement of Rental of Seat Cover for Monobloc Chairs for the TSU School of Law Conferment and Alumni Homecoming			
1 Rental of 200 pieces seat cover for monobloc Chairs during the Tarlac State University School of Law Conferment and Alumni Homecoming on October 13, 2025, at the Tarlac City Plazuela.	1 LOT	NA	
Warranty Period (for equipment, tools, and devices)			
Delivery Period (_____ calendar days)			
nothing as follows			

10/9/25

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:

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Approved Budget for the Contract (ABC): Two Thousand Five Hundred Pesos (PhP 2,500.00)	
Total Offered Quotation	In Words:
Total Offered Quotation	In Figures:

Q 10/9/25

DE GURZIMAN VACERANO Signature Over Printed Name
Cashier Position/Designation
RODRIGO MANUEL HERABE RAINAN Company Registered Name
09 5195 70570 Office Telephone/Mobile Nos
Email Address/es
OCT/10/2025 Date



September 30, 2025

Dr. Arnold E. Velasco
University President

Received by the Office of the President
OCT 02 2025
2:04

Re: Request for the Approval of Funding for the Juris Doctor Conferment

Dear Dr. Velasco,

Greetings in the name of honor, integrity, and nobility!

As part of the activities for the University's Founding Anniversary, the School of Law will be holding its **Juris Doctor Conferment Ceremony**, which will be held on October 13, 2025, at the Tarlac City Plazuela Hall, Brgy. Poblacion, Tarlac City. The event will also be graced by our guest of honor and speaker, Supreme Court Administrator Theresa Dolores C. Gomez-Estoesta.

This occasion will formally confer the academic degree of **Juris Doctor (JD)** upon our alumni whose diplomas were previously issued under the **Bachelor of Laws (LL.B.)** program, in recognition of the academic nomenclature change mandated by the Legal Education Board.

Following the conferment, we will also hold our **Alumni Homecoming and Acquaintance Night**, a gathering that seeks to strengthen camaraderie among graduates and reinforce their commitment to uphold the values and legacy of Tarlac State University - School of Law.

Given the significance of this activity, we earnestly hope for your support through the approval of supplementary budget for the following estimated costs of the listed items necessary for the conduct of the said program. This is because the said program was not included in the Annual Procurement Plan (APP) of the Office of the Administration and Registration. Please refer to the following table:

Items	Budget	Details
1. Fee for Guest Speaker Supreme Court Administrator Theresa Dolores C. Gomez-Estoesta		To be determined by the Business Center
2. Event Styling Flower arrangements Stage Isle Tables Skirting		To be arranged by the TSU Hotel
3. Fee for Guest Speaker	5,500.00	1 speaker = 5,500.00



TARLAC STATE UNIVERSITY
School of Law



4.	Rental of Lightings	5000.00	= 5,000.00	
5.	Rental of Seat Cover	200 x 12.50	= 2,500.00	
6.	Invitation Program and for attendees			To be determined by the Business Center
7.	Repaulin Backdrop			To be determined by the Business Center
8.	Food during the SOL Conferment	<p>Early Dinner VHPs and Officials (400.00 x 80 pax) = 32,000.00</p> <p>Packed Dinner</p> <p>Choir 35 pax x 150.00 = 5,250.00</p> <p>Guards 10 pax x 150.00 = 1,500.00</p> <p>Janitor 10 pax x 150.00 = 1,500.00</p> <p>ROTC 25 pax x 150.00 = 3,750.00</p> <p>Safety Officers 8 pax x 150.00 = 1,200.00</p> <p>Medic 2 pax x 150.00 = 300.00</p> <p>OPA Staff 10 pax x 150.00 = 1,500.00</p> <p>Usherette 10 pax x 150.00 = 1,500.00</p> <p>MISO Staff 2 pax x 150.00 = 300.00</p> <p>Subtotal: 16,800.00</p> <p>Assorted Fruits and Pastries Chicharon Camiling = 4,000.00</p> <p>Total = 65,800.00</p>		(School of Law)

We are deeply grateful for your continued support to our endeavors, and we look forward to hearing your favorable response. Thank you and God bless!



TARLAC STATE UNIVERSITY
School of Law



Respectfully yours,

DR. JOEL DELA RAMA JR.
Dean, School of Law
Tarlac State University

Funds available: (P 65,000)

MR. JIMPER A. YAUDER
Budget Officer

MR. JOHN ERWIN C. PANLILIO
Director, Finance

Recommending Approval:

DR. JIMPER JAY N. MENDOZA
Vice President, Academic Affairs
ATTY. CHEROOLD C. BENITEZ
Vice President, Administration

Approved:

DR. ARNOLD E. VELASCO
President