



REQUEST FOR QUOTATION (RFQ) No. 240-2025

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
2025-04-174 (HOTEL)	CUSTOMIZED PERSONAL CARE PRODUCT	60,000.00
Purpose: for TSU Hotel use.: Additional cleaning materials and maintenance supplies.		

Philgeps Posting: Active Date: 5/3/25 Closing Date: 5/8/25 Category: PERSONAL CARE PRODUCT Reference No.: 12005823

Interested suppliers are required to submit the following documents:

- ☒ Valid and Current Mayor's / Business Permit
- ☐ Latest Income / Business Tax Return
- ☒ Proof of PhilGeps Registration
- ☐ Omnibus Sworn Statement
- ☐ With Physical Store
- ☐ Brochure, if applicable
- ☐ FDA, if applicable
- ☐ Sample, if applicable

TSU Condition of Sale:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
2. Bid Validity: 60 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 5/8/25 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.

  
MENCHIE DG. ABELLAR  
Head, Procurement Unit

PRICE QUOTATION

Date: 04/30/2025  
RFQ No. 240-2025  
PR No. 2025-04-174 (HOTEL)

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	MORNING KIT, toothbrush(white) tooth paste 5grams, soap cake 20grams, shampoo, shower gel and conditioner 8ml in tube, polyester slippers with printed TSU HOTEL LOGO, customized packaging - with TSU HOTEL LOGO	1000		

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. : \_\_\_\_\_

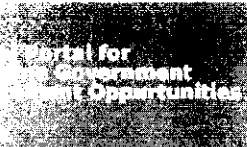
BANK DETAILS:

Bank Name : \_\_\_\_\_  
Bank Address : \_\_\_\_\_  
Bank Account Name : \_\_\_\_\_  
Bank Account Number : \_\_\_\_\_



PhilGEPS

Philippine Government Electronic Procurement System



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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12005823  
Procuring Entity TARLAC STATE UNIVERSITY  
Title Customized Personal Care Product  
Area of Delivery Tarlac

Solicitation Number:	240-2025	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:	Personal Care Products	Date Published	03/05/2025
Approved Budget for the Contract:	PHP 60,000.00	Last Updated / Time	02/05/2025 08:43 AM
Delivery Period:	30 Day/s	Closing Date / Time	08/05/2025 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 Hotel used.  
MORNING KIT, toothbrush(white) tooth paste 5grams, soap cake 20grams, shampoo, shower gel and conditioner 8ml in tube, polyester slippers with printed TSU HOTEL LOGO, customized packaging - with TSU HOTEL LOGO

Line Items

Item No.	Product/Service Name		Quantity	UOM	Budget (PHP)
1	MORNING KIT	toothbrush(white) tooth paste 5grams, soap cake 20grams, shampoo, shower gel and conditioner 8ml in tube, polyester slippers with printed TSU HOTEL LOGO, customized packaging - with TSU HOTEL LOGO	1,000	Piece	60,000.00

Other Information

The bidders must download the attached documents in the associated component section.  
For the complete specifications, please refer to the attached Request for Quotation.

Created by Tutchie Panlilio  
Date Created 02/05/2025

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