

Republic of the Philippine TARLAC STATE UNIVERSITY

Romulo Blvd., San Vicente, Tarlac City Tel. No.: (045) 982 4630 Website: www.tsu.edu.ph

Request for Quotation

for the Negotiated Procurement

of the project

Supply and Delivery of College Uniforms Lot 2

Project No.: Goods 2022-018Nego

Deadline of Submission: October 21, 2022 (10:00 A.M.)

Date of Opening: October 21, 2022 (10:00 A.M.)

TO:

Dear Sir/Ma'am,

- 1. The Tarlac State University Bids and Awards Committee requests your best quotation for the Project: Supply and Delivery of College Uniforms Lot 2.
- 2. The Approved Budget for the Contract is Two Million Five Hundred Seventy Five Thousand Pesos (₱ 2,575,000.00)
- 3. Delivery of the goods shall be within ninety (90) calendar days upon acceptance of the Notice to Proceed/Purchase Order.
- 4. The best quotations shall be received on or before 10:00 A.M. on Friday, October 21, 2022 through courier or by hand-delivery at the address given below:

BAC Secretariat Gender and Development Building Tarlac State University Romulo Blvd., San Vicente, Tarlac City

- 5. Only the best quotations of interested suppliers who paid the fee in the amount of Two Thousand Pesos (₱ 2,000.00) shall be opened.
- 6. Best quotations received that exceed the ABC shall be rejected.
- 7. The opening of the best quotations shall be on **October 21, 2022** at **10:00 A.M.**, at the Business Center Audio-Visual Room, 2nd Floor, Business Center Bldg., Tarlac State University, Romulo Blvd., San Vicente, Tarlac City in the presence of the suppliers who choose to attend.

8. The Tarlac State University reserves the right to reject any and all quotations and to cancel the procurement project at any time prior to the award of the contract without thereby incurring any liability to the affected suppliers.

DR. MURPHY P. MOHAMMED

BAC Chairperson

Negotiated Procurement for the Project: Supply and Delivery of College Uniforms Lot 2

1. Schedule of Requirements

Item No.	Description	Unit	Quantity
1.	CET Polo Shirt (Male/Female) White, cotton, with collar, cuffs (maroon), and CET Logo as per sample Sizes: S-500; M-1200; L-1500; XL-500; 2XL-300; 3XL-75; 4XL-15; 5XL-10	pc	4100
2.	CCJE Polo Shirt (Male/Female) White, cotton, with collar, cuffs, and CCJE Logo as per sample Sizes: S-200; M-500; L-800; XL-400; 2XL-100	pc	2000
3.	CBA CSC Polo Shirt Lacoste, white and green combination with CBA logo (embroidered) and back print, as per sample Sizes: S-200; M-800; L-600; XL-400; 2XL-170; 3XL-100: 4XL- 20; 5XL-10	рс	2300
4.	CCS CSC Polo Shirt Lacoste, red, with CCS logo (embroidered), as per sample Sizes: S-50; M-300; L-290; XL-90; 2XL-50, 3XL-10, 4XL-5; 5XL-5	рс	800
5.	CPAG CSC Polo Shirt Lacoste, blue and navy-blue combination, with embroidered CPAG logo and back print, as per sample Sizes: S-30; M-108; L-80; XL-60; 2XL-20, 3XL-5, 4XL-5	рс	308
6.	CTEd CSC Polo Shirt Lacoste, golden yellow and blue combination, with CTEd Logo (embroidered), as per sample Sizes: S-200; M-350; L-450; XL-150; 2XL-30; 3XL-10; 4XL-5; 5XL-5	pc	1200
7.	COS CSC Polo Shirt, Lacoste, white with green cuffs and back print, as per sample Sizes: S-100, M-400, L-200, XL-70, 2XL-25, 3XL-5	рс	800

2. Negotiated Procurement Documents Checklist

This Negotiated Procurement Documents Checklist is provided to guide the Supplier/Contractor in preparing his/her quotation. The checklist may be used by the Supplier/Contractor to verify if the Quotation includes all the prescribed documents.

The Supplier/Contractor, in submitting the required documents, must use the prescribed forms found in Negotiated Procurement Forms. However, should a supplier/contractor choose to use a different formatting style for a required document, the supplier/contractor must ensure that the substance in the form given in Negotiated Procurement Forms for that document is substantially captured in the equivalent document.

A. Eligibility and Technical Documents			
	1. Photocopy of valid PhilGEPS Certificate of Registration (Revised and updated in accordance with GPPB Resolution No. 15-2021)		
	2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any		

	3. Statement of Single Largest Completed Contract (SLCC), similar to goods comprising the negotiated procurement project with a value, adjusted to current prices using the PSA's CPI, that is at least equivalent to twenty five (25 %) of the ABC and was completed within five (5) years prior to the date of submission of the quotation.
	4. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions
	5. NFCC computation
	6. <i>If applicable</i> , a valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
	7. Bid Securing Declaration or Bid Security in any of the following amount and form: a. 2 % of the ABC if in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. 5 % of the ABC in Surety Bond.
	8. Supplier's/Contractor's Compliance to the Technical Specifications
	9. Omnibus Sworn Statement, which shall be duly notarized
B. Fina	ancial Documents
	1. Financial Bid Form in the prescribed form
	2. Schedule of Prices

3. Negotiated Procurement Forms

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[Date]

To: Tarlac State University Re: Project No. 2022-018Nego

List of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started

Row 1: Name of Contract Row 2: Location of Project Row 3: Contract Price	Row 1: Procuring Entity Row 2: Contact Person/Address Row 3: Telephone No.	Description of Goods	Row 1: Date of Award Row 2: Date Started Row 3: Contract Duration	Value of Outstanding Goods

Attached herewith are the following documents: Notice of Award, Notice to Proceed, and Official Receipts/Invoices, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Supplier/Contractor or Authorized Representative]
[Position or Title]

I	[Date]	I
1	Duic	

To: Tarlac State University Re: Project No. 2022-018Nego

Statement of Single Largest Completed Contract Similar to the Negotiated Procurement Project

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Supplier/Contractor Authorized Representative]
[Position or Title]

[Date]

To: Tarlac State University Re: Project No. 2022-018Nego

NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Quotation, the summary of our firm's financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Quotation, our Net Financial Contracting Capacity (NFCC) is:

NFCC = $[(current \ asset \ minus \ current \ liabilities) (15)]$ minus $[value \ of \ all \ outstanding \ or \ uncompleted \ portions \ of \ the \ projects \ under \ ongoing \ contracts \ including \ awarded \ contracts \ yet \ to \ be \ started \ coinciding \ with \ the \ contract \ to \ be \ bid].$

NFCC =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]
[Name of Supplier/Contractor or Authorized Representative]
[Position or Title]

Bid-Securing Declaration

Republic of the Philippines City/Municipality Of
xx
Project No. 2022-018Nego
To: Tarlac State University
I/We, the undersigned, declare that:
1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b) 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and
i) I/we failed to timely file a request for reconsideration or
ii) I/we filed a waiver to avail of said right;
c. I am/we are declared as the Supplier with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.
IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of [month] [year] at [place of execution].

[Signature]
[Name of Supplier's/Contractor's Authorized Representative]
[Signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s

exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no
Witness my hand and seal this day of [month] [year].
[Name and Signature of Notary Public]
Serial No. of Commission
Notary Public for until
Roll of Attorneys No
PTR No, [date issued], [place issued]
IBP No, [date issued], [place issued]
Doc. No
Page No
Book No
Series of

[Date]

To: Tarlac State University Re: Project No. 2022-018Nego

Compliance to the Technical Specifications

Item No.	Description	Supplier's Compliance State "Comply" below if your offer is complying with the specifications, otherwise state "We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]
1.	CET Polo Shirt (Male/Female)	
	White, cotton, with collar, cuffs (maroon), and CET Logo as per sample	
	Sizes: S-500; M-1200; L-1500; XL-500; 2XL-300; 3XL-75; 4XL-15; 5XL-10	
2.	CCJE Polo Shirt (Male/Female)	
	White, cotton, with collar, cuffs, and CCJE Logo as per sample Sizes: S-200; M-500; L-800; XL-400; 2XL-100	
3.	CBA CSC Polo Shirt	
] 5.	Lacoste, white and green combination with CBA logo (embroidered) and	
	back print, as per sample	
	Sizes: S-200; M-800; L-600; XL-400; 2XL-170; 3XL-100: 4XL-20; 5XL-10	
4.	CCS CSC Polo Shirt	
	Lacoste, red, with CCS logo (embroidered), as per sample	
	Sizes: S-50; M-300; L-290; XL-90; 2XL-50, 3XL-10, 4XL-5; 5XL-5	
5.	CPAG CSC Polo Shirt Lacoste, blue and navy-blue combination, with embroidered CPAG logo and	
	back print, as per sample	
	Sizes: S-30; M-108; L-80; XL-60; 2XL-20, 3XL-5, 4XL-5	
6.	CTEd CSC Polo Shirt	
	Lacoste, golden yellow and blue combination, with CTEd Logo	
	(embroidered), as per sample	
	Sizes: S-200; M-350; L-450; XL-150; 2XL-30; 3XL-10; 4XL-5; 5XL-5	
7.	COS CSC Polo Shirt,	
	Lacoste, white with green cuffs and back print, as per sample Sizes: S-100, M-400, L-200, XL-70, 2XL-25, 3XL-5	
	312C3. 3-100, 1VI-400, L-200, AL-70, ZAL-23, 3AL-3	

Attached herewith are the manufacturer's product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

[Signature]
[Name of Authorized Signatory]
[Position/Title of Authorized Signatory]

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

- b. *If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Supplier] with office address at [address of Supplier];
- c. If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Supplier] with office address at [address of Supplier];

2. Select one, delete the other:

- a. If a sole proprietorship: As the owner and sole proprietor, or authorized representative of [Name of Supplier], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;
- b. If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];
- 3. [Name of Supplier] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- 5. [Name of Supplier] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

- a. *If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- b. *If a partnership or cooperative:* None of the officers and members of *[Name of Supplier]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of

the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- c. *If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Supplier]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- 7. [Name of Supplier] complies with existing labor laws and standards; and
- 8. [Name of Supplier] is aware of and has undertaken the following responsibilities as a Supplier:
 - a. Carefully examine all of the Negotiated Procurement Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract:
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Supplier] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to delivery certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

the Revised Penal Code.	
IN WITNESS WHEREOF, I have her Philippines.	reunto set my hand this day of, 20 at,
	Supplier's Representative/Authorized Signatory
execution], Philippines. Affiant/s is/are percompetent evidence of identity as defined SC). Affiant/s exhibited to me his/her [instant/s]	to before me this day of [month] [year] at [place of ersonally known to me and was/were identified by me through d in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-sert type of government identification card used], with his/her on, with no and his/her Community Tax Certificate day of [month] [year].
	NAME OF NOTARY PUBLIC
	Serial No. of Commission
	Notary Public for until
	Roll of Attorneys No.
	PTR No[date issued], [place issued]
	IBP No [date issued], [place issued]
Doc. No	
Page No.	

Book No. _____ Series of _____

[Date]

FINANCIAL BEST QUOTATION FORM

To: Tarlac State University Re: Project No. 2022-018Nego

Having examined the Negotiated Procurement Documents [insert if any or delete, if none: including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged], we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said Negotiated Procurement Documents for the sum of [total amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Best Quotation.

If our Best Quotation is accepted, we commit to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Best Quotation is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Best Quotation for the Best Quotation Validity Period of 120 calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Best Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Best Quotation or any Best Quotation you may receive.

We certify/confirm that we comply with the eligibility requirements as prescribed in the Negotiated Procurement Documents.

We likewise certify/confirm that the undersigned, [for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of [Supplier], has the full power and authority to participate, submit the Best Quotation, and to sign and execute the ensuing contract, on the latter's behalf for the [Name of Project] of the Tarlac State University] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the [Supplier], to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for [Name of Project] of the Tarlac State University.

We acknowledge that failure to sign each and every page of this Financial Best Quotation Form,

including the attached i	Schedule of Prices, shall t	be a ground for the rejection of our bid.
Dated this	day of	20
[signature]	1	[in the capacity of]

[Date]

To: Tarlac State University Re: Project No. 2022-018Nego

SCHEDULE OF PRICES

		ı		T			
Item No.	Description	Qty.	Unit	Unit Price	Total Price		
1.	CET Polo Shirt (Male/Female)	4100	рс				
	White, cotton, with collar, cuffs (maroon), and						
	CET Logo as per sample						
	Sizes: S-500; M-1200; L-1500; XL-500; 2XL-300;						
	3XL-75; 4XL-15; 5XL-10						
2.	CCJE Polo Shirt (Male/Female)	2000	рс				
	White, cotton, with collar, cuffs, and CCJE Logo						
	as per sample						
	Sizes: S-200; M-500; L-800; XL-400; 2XL-100						
3.	CBA CSC Polo Shirt	2300	рс				
	Lacoste, white and green combination with CBA						
	logo (embroidered) and back print, as per						
	sample						
	Sizes: S-200; M-800; L-600; XL-400; 2XL-170; 3XL-						
	100: 4XL-20; 5XL-10						
4.	CCS CSC Polo Shirt	800	pc				
	Lacoste, red, with CCS logo (embroidered), as per						
	sample						
	Sizes: S-50; M-300; L-290; XL-90; 2XL-50, 3XL-10,						
	4XL-5; 5XL-5						
5.	CPAG CSC Polo Shirt	308	рс				
	Lacoste, blue and navy-blue combination, with						
	embroidered CPAG logo and back print, as per						
	sample						
	Sizes: S-30; M-108; L-80; XL-60; 2XL-20, 3XL-5,						
6.	4XL-5 CTEd CSC Polo Shirt	1200	nc				
0.	Lacoste, golden yellow and blue combination,	1200	рс				
	with CTEd Logo (embroidered), as per sample						
	Sizes: S-200; M-350; L-450; XL-150; 2XL-30; 3XL-						
	10; 4XL-5; 5XL-5						
7.	COS CSC Polo Shirt,	800	рс				
, .	Lacoste, white with green cuffs and back print, as		ρ•				
	per sample						
	Sizes: S-100, M-400, L-200, XL-70, 2XL-25, 3XL-5						
	Total Price						
	Total File						

[Signature]
[Name of Authorized Signatory]
[Position/Title of Authorized Signatory]

3. Sealing and Marking of Quotation

3.1. All eligibility, technical, and financial documents shall be bound in a folder and placed inside an envelope and the envelope must be properly sealed and labeled as shown below.

Name of Supplier/Contractor Address

Bids and Awards Committee GAD Building Tarlac State University Romulo Blvd., San Vicente Tarlac City 2300

Project No. 2022-018Nego

3.2. Suppliers/Contractors are requested to submit three copies of the required documents placed inside separate envelopes and the three envelopes shall all be placed inside one envelope. Submission of only one copy of the documents shall not be a ground for the disqualification of the supplier/contractor.

DR. MURPHY P. MOHAMMED

Chairperson Bids and Awards Committee