



REQUEST FOR QUOTATION (RFQ) No. 254-2025

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 |
|--|---|---|
| 2025-095 (SAS-SPU)   | LABOR AND MATERIALS: FABRICATION OF WOODEN PLAQUE AND MEDAL | 84,800.00   |
| Purpose: for the Journalism Awards which will be held on June 3, 2025. |   |   |

Philgeps Posting: Active Date: 5/7/25 Closing Date: 5/13/25 Category: Tokens & mementos Reference No.: 12013937

Interested suppliers are required to submit the following documents:

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

TSU Condition of Sale:

1. Delivery Schedule: 20 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 5/13/25 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: 05/02/2025  
RFQ No. 254-2025  
PR No. 2025-095 (SAS-SPU)

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        | lot  | LABOR AND MATERIALS: FABRICATION OF WOODEN PLAQUE AND MEDAL   | 1        |            |             |
|          |      | 62 pcs Wooden Plaques 8x7 inches<br>90 pcs Wooden Gold Medals 3x5 in diameter<br>for the Journalism Awards which will be held on June 3, 2025.<br>*Please see the attached sample design* |          |            |             |
|          |      |   |          |            |             |

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

**Bid Notice Abstract****Request for Quotation (RFQ)**

**Reference Number** 12013937  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Labor and Materials: Fabrication of Wooden Plaque and Medal  
**Area of Delivery** Tarlac

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | 254-2025   | <b>Status</b>                | <b>Pending</b>      |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 4                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 0                   |
| <b>Category:</b>                         | Tokens and Awards  | <b>Date Published</b>        | 07/05/2025          |
| <b>Approved Budget for the Contract:</b> | PHP 84,800.00  | <b>Last Updated / Time</b>   | 06/05/2025 11:30 AM |
| <b>Delivery Period:</b>                  | 20 Day/s   | <b>Closing Date / Time</b>   | 13/05/2025 13:00 PM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | Tutchie Panlilio<br>Clerk<br>TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City<br>Tarlac<br>Philippines 2300<br>63-045-6068110 Ext.157<br><br>tsucanvassing@gmail.com |                              |                     |

**Description**

for the Journalism Awards which will be held on June 3, 2025.

62 pcs Wooden Plaques 8x7 inches 90 pcs Wooden Gold Medals 3x5 in diameter for the Journalism Awards which will be held on June 3, 2025. \*Please see the attached sample design\*

**Line Items**

| Item No. | Description                            | Quantity   | Unit | Lot | Budget (PHP) |
|----------|--|--|------|-----|--------------|
| 1        | Fabrication of Wooden Plaque and Medal | 62 pcs Wooden Plaques 8x7 inches , 90 pcs Wooden Gold Medals 3x5 in diameter for the Journalism Awards which will be held on June 3, 2025. |      | 1   | 84,800.00    |

**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** 06/05/2025

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.