REQUEST FOR QUOTATION

RFQ No. 478-2026
Date: October 27, 2026

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Tailoring Services for Institutional Jackets and Polo Shirts** with an Approved Budget for the Contract of **Three Hundred Thirty Thousand Pesos (PhP 330,000.00)** 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 03 November 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

DR. MARLON V. GAMIDO
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
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)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Tailoring Services for Institutional Jackets and Polo Shirts				
1	**Tailoring Services for Institutional Jackets and Polo Shirts** **Event:** NEUST, CAASUC 3, 2026 **Date:** December 6-10, 2026 **Specifications:** **CORPORATE JACKET** • Cotton twill fabric, dark maroon • Nylon fabric lining • Zipper closure • Snap-button cuffs • Secret pocket and pockets on both sides • Embroidered TSU logo on the upper left front • Embroidered "Tarlac State University" and "Office of Culture, the Arts, and Languages" at the upper center of the back • **Quantity:** 220 pieces • **Size Breakdown:** ○ Small - 20 pieces ○ Medium - 45 pieces ○ Large - 103 pieces ○ XL - 35 pieces ○ 2XL - 10 pieces ○ 3XL - 5 pieces ○ 5XL - 2 pieces **POLO SHIRT** • Cut-and-sew construction • Honeycomb fabric • Zipper placket • Normal collar • Black and dark maroon color combination • Embroidered TSU logo on the upper left front • Embroidered "Tarlac State University" and "Office of Culture, the Arts, and	1 LOT		

	Languages" at the upper center of the back • **Quantity:** 220 pieces • **Size Breakdown:** ○ **XXS-** 1 piece ○ **XS** – 9 pieces ○ **Small** – 30 pieces ○ **Medium** – 71 pieces ○ **Large** - 76 pieces ○ **XL** – 20 pieces ○ **2XL** – 7 pieces ○ **3XL-** 6 pieces **NOTE:** Please refer to the attached sample design, detailed specifications, and size charts.			
Warranty Period (for equipment, tools, and devices)				
Delivery Period (20 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 Tailoring Services for Institutional Jackets and Polo Shirts	
Approved Budget for the Contract (ABC): **Three Hundred Thirty Thousand Pesos (PhP 330,000.00)**	
Total Offered Quotation	**In Words:**
	In Figures:

_____
Signature Over Printed Name

_____
Position/Designation

_____
Company Registered Name

_____
Office Telephone/Mobile Nos.

_____
Email Address/es

_____
Date

PhilGEPS Philippine Government Electronic Procurement System — Central Portal for Philippine Government Procurement Oppurtunities

Help

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	13310437
Procuring Entity	TARLAC STATE UNIVERSITY
Title	Procurement of Tailoring Services for Institutional Jackets and Polo Shirts
Area of Delivery	Tarlac

Solicitation Number:	478-2026
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)
Classification:	Goods
Category:	Services
Approved Budget for the Contract:	PHP 330,000.00
Delivery Period:	20 Day/s
Client Agency:	
Contact Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com

Status	**Pending**
Associated Components	4
Bid Supplements	0
Document Request List	0
Date Published	28/10/2026
Last Updated / Time	27/10/2026 13:14 PM
Closing Date / Time	03/11/2026 13:00 PM

Description

Tailoring Services for Institutional Jackets and Polo Shirts
Event: NEUST, CAASUC 3, 2026
Date: December 6-10, 2026

Specifications:
CORPORATE JACKET
• Cotton twill fabric, dark maroon
• Nylon fabric lining
• Zipper closure
• Snap-button cuffs
• Secret pocket and pockets on both sides
• Embroidered TSU logo on the upper left front
• Embroidered "Tarlac State University" and "Office of Culture, the Arts, and Languages" at the upper center of the back
• Quantity: 220 pieces
• Size Breakdown:
o Small - 20 pieces
o Medium - 45 pieces
o Large - 103 pieces
o XL - 35 pieces
o 2XL - 10 pieces
o 3XL - 5 pieces
o 5XL - 2 pieces

POLO SHIRT
• Cut-and-sew construction
• Honeycomb fabric
• Zipper placket
• Normal collar
• Black and dark maroon color combination
• Embroidered TSU logo on the upper left front
• Embroidered "Tarlac State University" and "Office of Culture, the Arts, and Languages" at the upper center of the back
• Quantity: 220 pieces
• Size Breakdown:
o XXS- 1 piece

o XS – 9 pieces
o Small – 30 pieces
o Medium – 71 pieces
o Large - 76 pieces
o XL – 20 pieces
o 2XL – 7 pieces
o 3XL- 6 pieces
NOTE: Please refer to the attached sample design, detailed specifications, and size charts.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Tailoring for Institutional Jackets and Polo Shirt	Tailoring Services for Institutional Jackets and Polo Shirts Event: NEUST, CAASUC 3, 2026 Date: December 6-10, 2026. OTE: Please refer to the attached sample design, detailed specifications, and size charts.	1	Lot	330,000.00

Other Information
The bidders must download the attached documents in the associated component section.
Note: This item is to be acquired as a lot.
Please refer to the Request for Quotation for complete specifications*

Created by Tutchie Panlilio

Date Created 27/10/2026

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.

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