



REQUEST FOR QUOTATION (RFQ) No. 301-2025

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
2025-116 (OBAAS)	RENTAL OF GRADUATION TOGA AND SUPPLY OF CUSTOMIZED SABLAY	60,000.00
Purpose: For use during the conduct of the Graduation Ceremony of Laboratory School (Grade 12 Senior High) Graduation (Tentative Date: July 11, 2025).		

Philgeps Posting: Active Date: 6/21/25 Closing Date: 6/25/25 Category: Service Reference No.: 12156258

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: 1 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 6/25/25 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: 06/19/2025
RFQ No. 301-2025
PR No. 2025-116 (OBAAS)

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	RENTAL OF GRADUATION TOGA AND SUPPLY OF CUSTOMIZED SABLAY	1		
		For use during the conduct of the Graduation Ceremony of Laboratory School (Grade 12 Senior High) Graduation (Tentative Date: July 11, 2025.)			
		140 Set Graduation Toga (Color: Royal Blue Gown and Cap with Tassel) Sizes: 53 pcs Small, 54 pcs Medium, 22 pcs Large, 6 pcs XL, 3 pcs 2XL, 1 pc 4XL, 1 pc 5XL (as per sample)			
		140 pcs Customized Sablay (SASH) for Grade 12 Senior High (as per sample)			
		Note: Supplier must submit sample toga and sablay for approval before full delivery			

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

Central Portal for
Philippine Government
Procurement Opportunities

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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12150258
Procuring Entity TARLAC STATE UNIVERSITY
Title Rental of Graduation Toga and Supply of Customized Sablay
Area of Delivery Tarlac

Solicitation Number:	301-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	4
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Services		
Approved Budget for the Contract:	PHP 60,000.00	Document Request List	0
Delivery Period:	1 Day/s		
Client Agency:		Date Published	21/06/2025
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	Last Updated / Time	20/06/2025 10:15 AM
		Closing Date / Time	25/06/2025 13:00 PM

Description

For use during the conduct of the Graduation Ceremony of Laboratory School (Grade 12 Senior High) Graduation (Tentative Date: July 11, 2025.)

140 Set Graduation Toga (Color: Royal Blue Gown and Cap with Tassel) Sizes: 53 pcs Small, 54 pcs Medium, 22 pcs Large, 6 pcs XL, 3 pcs 2XL, 1 pc 4XL, 1 pc 5XL (as per sample)

140 pcs Customized Sablay (SASH) for Grade 12 Senoir High (as per sample)

Note: Supplier must submit sample toga and sablay for approval before full delivery

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	RENTAL OF GRADUATION TOGA AND SUPPLY OF SABLAY	140 Set Graduation Toga (Color: Royal Blue Gown and Cap with Tassel) Sizes: 53 pcs Small, 54 pcs Medium, 22 pcs Large, 6 pcs XL, 3 pcs 2XL, 1 pc 4XL, 140 pcs Customized Sabl	1	Lot	60,000.00

Other Information

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

Created by Tutchie Panlilio
Date Created 20/06/2025

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.