



## REQUEST FOR QUOTATION (RFQ) No. 300-2025

### 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
2025-115 (OBAAS)	SUPPLY OF LABOR AND MATERIALS FOR PRINTING AND PHOTOGRAPHY SERVICES FOR GRADUATION	388,000.00
Purpose: For the Printing and Photography services needed for the Graduation on July 2025.		

Philgeps Posting: Active Date: 06/18/25  
Closing Date: 06/23/25

Category: PHOTOGRAPHY SERVICES  
Reference No.: 12125603

Interested suppliers are required to submit the following documents:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Valid and Current Mayor's / Business Permit | <input type="checkbox"/> Latest Income / Business Tax Return |
| <input checked="" type="checkbox"/> Proof of PhilGeps Registration              | <input checked="" type="checkbox"/> Omnibus Sworn Statement  |
| <input type="checkbox"/> With Physical Store                                    | <input type="checkbox"/> Brochure, if applicable             |
| <input type="checkbox"/> FDA, if applicable                                     | <input type="checkbox"/> 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 06/23/25 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.

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**MENCHIE DG. ABELLAR**  
Head, Procurement Unit

PRICE QUOTATION

Date: 06/13/2025  
RFQ No. 300-2025  
PR No. 2025-115 (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	SUPPLY OF LABOR AND MATERIALS FOR PRINTING AND PHOTOGRAPHY SERVICES FOR GRADUATION	1		
		(3450 SET )All Colleges and Laboratory School: Set consist of 1pc. photograph of graduate receiving the diploma on stage and 1pc. photograph of graduate holding the diploma. All photographs shall be in 5R size and should be in transparent plastic w/ name (Estimated number of students)			
		(140 SET) Laboratory School: Set consist of 1pc. 8r with Frame, 2pcs. 5r, 2pcs. 2r and with light hair and make-up. Free-Creative Shots soft-copy only. 2pcs. 5r Graduation Proper (2 shots). All Soft Copy.			
		Shall Furnish TSU Business Center with electronic copies of all photograph/images stored in the USB within 60 days after the last of the photo session Note: Must have studio/sub within Tarlac City			

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

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

12128603

Procuring Entity

TARLAC STATE UNIVERSITY

Title

Supply of Labor and Materials for Printing and Photography Services for Graduation

Area of Delivery

Tarlac

<div>Solicitation Number:</div> <div>300-2025</div>	<div>Status</div> <div>Pending</div>
<div>Trade Agreement:</div> <div>Implementing Rules and Regulations</div>	
<div>Procurement Mode:</div> <div>Negotiated Procurement - Small Value Procurement (Sec. 53.9)</div>	<div>Associated Components</div> <div>3</div>
<div>Classification:</div> <div>Goods</div>	<div>Bid Supplements</div> <div>0</div>
<div>Category:</div> <div>Photography Services</div>	
<div>Approved Budget for the Contract:</div> <div>PHP 388,000.00</div>	<div>Document Request List</div> <div>0</div>
<div>Delivery Period:</div> <div>30 Day/s</div>	
<div>Client Agency:</div> <div></div>	<div>Date Published</div> <div>18/06/2025</div>
<div>Contact Person:</div> <div>Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com</div>	<div>Last Updated / Time</div> <div>17/06/2025 10:05 AM</div>
	<div>Closing Date / Time</div> <div>23/06/2025 13:00 PM</div>

Description

For the Printing and Photography services needed for the Graduation on July 2025.  
  
(3450 SET )All Colleges and Laboratory School: Set consist of 1pc. photograph of graduate receiving the diploma on stage and 1pc. photograph of graduate holding the diploma. All photographs shall be in 5R size and should be in transparent plastic w/ name (Estimated number of students)  
  
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Shall Furnish TSU Business Center with electronic copies of all photograph/images stored in the USB within 60 days after the last of the photo session  
Note: Must have studio/sub within Tarlac City

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	PRINTING AND PHOTOGRAPHY SERVICES	PRINTING AND PHOTOGRAPHY SERVICES FOR GRADUATION on July 2025. For complete specifications, please refer to the attached Request for Quotation	1	Lot	388,000.00

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** 13/06/2025

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