



REQUEST FOR QUOTATION (RFQ) No. 262-2025

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 |
|--------------------------------|-------------------------|---|
| 2025-05-184 (HOTEL) | OFFICE FURNITURE | 65,000.00 |
| Purpose: for Hotel Office use. | | |

Philgeps Posting: Active Date: 5/10/25 Category: FURNITURE
Closing Date: 5/16/25 Reference No.: 12026349

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:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 60 calendar days from submission of bids
- Delivery Site: Supply and Property Management Unit, Tarlac State University
(045) 606-8159 / (045) 982-2605
- 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 5/16/25 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: 05/08/2025
RFQ No. 262-2025
PR No. 2025-05-184 (HOTEL)

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 | unit | Ergonomic Chair, High-Back, Ergonomic Chair, Fix Arms, Mesh, 320mm Chromed Steel Starbase, 360 degrees swivel functionCasters: Dual-wheel casters suitable for carpet or hard flooring, 360° Swivel Ergonomic Design Compliance: Supports proper posture (spine S-curve). | 7 | | |
| 2 | unit | Executive Ergonomic Chair Product Dimension: W690mm x D720mm x H1175-1270mm Material Used: Silvery and grey nylon base, D85 gas lift, 601 arm rest, PU leather, and PVC color black Color: Black | 1 | | |
| | | | | | |
| | | | | | |

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 : _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12026349
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Office Furniture
Area of Delivery Tarlac

| | | | |
|-----------------------------------|---|-----------------------|---------------------|
| Solicitation Number: | 262-2025 | Status | Pending |
| Trade Agreement: | Implementing Rules and Regulations | Associated Components | 3 |
| Procurement Mode: | Negotiated Procurement - Small Value Procurement (Sec. 53.9) | Bid Supplements | 0 |
| Classification: | Goods | Document Request List | 0 |
| Category: | Furniture | Date Published | 10/05/2025 |
| Approved Budget for the Contract: | PHP 65,000.00 | Last Updated / Time | 09/05/2025 14:16 PM |
| Delivery Period: | 30 Day/s | Closing Date / Time | 16/05/2025 13:00 PM |
| Client Agency: | | | |
| Contact Person: | Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com | | |

Description

for Hotel Office use.
Ergonomic Chair, High-Back, Ergonomic Chair, Fix Arms, Mesh, 320mm Chromed Steel Starbase, 360 degrees swivel function Casters: Dual-wheel casters suitable for carpet or hard flooring, 360° Swivel Ergonomic Design Compliance: Supports proper posture (spine S-curve).

Executive Ergonomic Chair Product
Dimension: W690mm x D720mm x H1175-1270mm Material Used: Silvery and grey nylon base, D85 gas lift, 601 arm rest, PU leather, and PVC color black Color: Black

| Line Items | | | | | |
|------------|---------------------------|--|----------|------|--------------|
| Item No. | Product/Service Name | Description | Quantity | UOM | Budget (PHP) |
| 1 | Ergonomic Chair | High-Back, Ergonomic Chair, Fix Arms, Mesh, 320mm Chromed Steel Starbase, 360 degrees swivel functionCasters: Dual-wheel casters suitable for carpet or hard flooring, 360° Swivel Ergonomic Design Compliance: Supports proper posture (spine S-curve). | 7 | Unit | 56,000.00 |
| 2 | Executive Ergonomic Chair | Product Dimension: W690mm x D720mm x H1175-1270mm Material Used: Silvery and grey nylon base, D85 gas lift, 601 arm rest, PU leather, and PVC color black Color: Black | 1 | Unit | 9,000.00 |

Other Information

The bidders must download the attached documents in the associated component section.
Note: Award shall be on a "per line item" basis.
For the complete specifications, please refer to the attached Request for Quotation.

Created by Tutchie Panlilio
Date Created 09/05/2025

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