



# REQUEST FOR QUOTATION (RFQ) No. 624-2023

## 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
2023-09-358 (HOTEL)	VARIOUS CHRISTMAS DÉCOR	321,250.00
<i>Purpose: Additional Christmas Decorations for TSU Hotel, Admin Building, and Lagoon</i>		

Philgeps Posting: Active Date: 9/29/23 Closing Date: 10/4/23 Category: ARTS & CRAFT ACCESSORIES Reference No.: 10173026

Interested suppliers are required to submit the following documents:

- Valid and Current Mayor's / Business Permit
- Proof of PhilGeps Registration
- Latest Income / Business Tax Return
- Omnibus Sworn Statement
- Brochure, if applicable

### TSU Condition of Sale:

1. Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
2. Bid Validity: 70 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) and eligibility documents is not later than 10/4/23 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at [tsucanvassing@gmail.com](mailto:tsucanvassing@gmail.com)

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.

  
**ELENA MAY T. TEOFILO**  
 Head, Procurement Unit

**PRICE QUOTATION**

Date: 9/19/2023  
 RFQ No. 624-2023  
 PR No. 2023-09-358 (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	pcs	Christmas Garland 9ft Sugar pine	75		
2	dozen	Christmas Balls Blue 10cm	15		
3	dozen	Christmas Balls Silver 10cm	15		
4	dozen	Christmas Balls light blue 10cm	15		
5	dozen	Christmas Balls Blue 6cm	15		
6	dozen	Christmas Balls Silver 6cm	15		
7	dozen	Christmas Balls light blue 6cm	15		
8	dozen	Christmas Balls Blue 4cm	15		
9	dozen	Christmas Balls Silver 4cm	15		
10	dozen	Christmas Balls light blue 4cm	15		
11	dozen	Christmas Feather leaves	15		
12	dozen	Christmas head fan leaves	15		
13	dozen	Artificial Christmas flower Blue	15		
14	dozen	Artificial Christmas flower silver	15		
15	dozen	Artificial Christmas flower white	15		
16	pcs	Meteor shower lights 80cm	15		
17	pcs	5meter 10L G50 small bulb decoration ball white/warmwhite	10		
18	pcs	4ft/ LED Cherry Blossom Tree LED Peach Blossom Tree Luminous Tree Light Tree Light High Light Landscape Tree, warm lights.	6		

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 : \_\_\_\_\_

**PRICE QUOTATION**

Date: 9/19/2023  
 RFQ No. 624-2023  
 PR No. ITEM NO. 2023-09-358

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
19	roll	Christmas Ribbon blue	40		
20	pcs	Curtain string lights with transparent wire 180 LED warm lights for indoor and outdoor use. String lights characterized by considerable extension: a maximum of 3 sets can be added. These lights are equipped with a transformer with memory and different light effects to choose from.	60		
21	roll	Christmas décor, gold string beads per roll	20		
22	roll	Rope light, warm light 100meters per roll	2		

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** 10173026  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Various Christmas Decor  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 624-2023	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Arts and Crafts Accessories and Supplies	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b> PHP 321,250.00	<b>Date Published</b>	29/09/2023
<b>Delivery Period:</b> 30 Day/s		
<b>Client Agency:</b>	<b>Last Updated / Time</b>	28/09/2023 08:34 AM
<b>Contact Person:</b> Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philippines Tarlac City Tarlac Philippines 2300 63-2-092058494963  elenamayteofilo73@gmail.com	<b>Closing Date / Time</b>	04/10/2023 13:00 PM

### Description

for Hotel Used  
**Line Items**

Line Item	Description	Quantity	Unit	Price
1	Christmas Garland 9ft Sugar pine	75	Piece	97,500.00
2	Christmas Balls Blue 10cm	15	Dozen	15,000.00
3	Christmas Balls Silver 10cm	15	Dozen	15,000.00
4	Christmas Balls light blue 10cm	15	Dozen	15,000.00
5	Christmas Balls Blue 6cm	15	Dozen	7,500.00
6	Christmas Balls Silver 6cm	15	Dozen	7,500.00
7	Christmas Balls light blue 6cm	15	Dozen	7,500.00
8	Christmas Balls Blue 4cm	15	Dozen	6,000.00
9	Christmas Balls Silver 4cm	15	Dozen	6,000.00
10	Christmas Balls light blue 4cm	15	Dozen	6,000.00
11	Christmas Feather leaves	15	Dozen	6,750.00
12	Christmas head fan leaves	15	Dozen	6,750.00
13	Artificial Christmas flower Blue	15	Dozen	11,250.00
14	Artificial Christmas flower Silver	15	Dozen	11,250.00
15	Artificial Christmas flower white	15	Dozen	11,250.00

16	Meteor shower lights	80cm	15	Piece	15,000.00
17	Small bulb decoration ball	5meter 10L G50 small bulb decoration ball white/warmwhite	10	Piece	13,000.00
18	4ft/ LED Cherry Blossom Tree	LED Peach Blossom Tree Luminous Tree Light Tree Light High Light Landscape Tree, warm lights.	6	Piece	18,000.00
19	Christmas Ribbon	blue	40	Roll	8,000.00
20	Curtain string lights with transparent wire	180 LED warm lights for indoor and outdoor use. String lights characterized by considerable extension: a maximum of 3 sets can be added. These lights are equipped with a transformer with memory and different light effects to choose from.	60	Piece	21,000.00
21	Christmas décor	gold string beads per roll	20	Roll	4,000.00
22	Rope light	warm light 100meters per roll	2	Roll	12,000.00

**Other Information**

The bidders must download the attached documents in the associated component section.

**Created by** Tutchie Panlilio

**Date Created** 28/09/2023

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