



# REQUEST FOR QUOTATION (RFQ) No. 022-2025

## 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
2024-12-496 (PROCUREMENT)	VARIOUS COPIER CONSUMABLES	771,060.00
Purpose: Copier Consumables APP- 3rd Quarter 2024.		

Philgeps Posting: Active Date: 1/16/25 Closing Date: 1/28/25 Category: OFFICE EQUIP. SUPPLIES & CONSUMABLES Reference No.: 11664962

Interested suppliers are required to submit the following documents:

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

### TSU Condition of Sale:

- Delivery Schedule: 30 calendar days from receipt of approved PO/NTP
- Bid Validity: 120 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) and eligibility documents is not later than 1/28/25 at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at **tsucanvassing@gmail.com**

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: 1/15/2025  
 RFQ No. 022-2025  
 PR No. 2024-12-496 (PROCUREMENT)

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	cartridge	INK CARTRIDGE, Original, Black, for MPC2004ex	3		
2	cartridge	INK CARTRIDGE, Original, Cyan, for MPC2004ex	3		
3	cartridge	INK CARTRIDGE, Original, Magenta, for MPC2004ex	3		
4	cartridge	INK CARTRIDGE, Original, Yellow, for MPC2004ex	3		
5	cartridge	INK, for Copy Printer DD3344 GENUINE	10		
6	roll	MASTER ROLL, for copy printer DD3344 CPMT 15 Genuine	5		
7	cartridge	TONER CART, for MP2014	3		
8	cartridge	TONER CART, MP 2014HS, black	2		
9	cartridge	TONER CART, Original HP 37A LaserJet, Black	1		
10	cartridge	TONER COPIER, FOR MPC2003-BLACK NRG GENUINE	15		
11	cartridge	TONER COPIER, MP2501L, Black,	7		
12	cartridge	TONER COPIER, TONER FOR MPC2003-CYAN NRG GENUINE	8		
13	cartridge	TONER COPIER, TONER FOR MPC2003-MAGENTA NRG GENUINE	8		
14	cartridge	TONER COPIER, TONER FOR MPC2003-YELLOW NRG GENUINE	8		
15	cartridge	TONER, black, for MP 2701/2014 Genuine	5		
16	piece	TONER, for IM C2000 Black	5		
17	piece	TONER, for IM C2000 Cyan	5		
18	piece	TONER, for IM C2000 Magenta	5		
19	piece	TONER, for IM C2000 Yellow	5		
20	cartridge	TONER, for MP2014 (842137)	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 : \_\_\_\_\_



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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11664963  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** VARIOUS COPIER CONSUMABLES  
**Area of Delivery** Tarlac

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<b>Solicitation Number:</b>	022-2025	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables	<b>Date Published</b>	16/01/2025
<b>Approved Budget for the Contract:</b>	PHP 771,060.00	<b>Last Updated / Time</b>	15/01/2025 4:34 PM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	28/01/2025 1:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Phillip Tarlac City Tarlac Philippines 2300 63-045-6068142  tsucanvassing@gmail.com		

**Description**

COPIER CONSUMABLES

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	INK CARTRIDGE	Original, Black, for MPC2004ex	3	Cartridge	19,500.00
2	INK CARTRIDGE	Original, Cyan, for MPC2004ex	3	Cartridge	19,500.00
3	INK CARTRIDGE	Original, Magenta, for MPC2004ex	3	Cartridge	19,500.00
4	INK CARTRIDGE	Original, Yellow, for MPC2004ex	3	Cartridge	19,500.00
5	INK,	for Copy Printer DD3344 GENUINE	10	Cartridge	12,000.00
6	MASTER ROLL,	for copy printer DD3344 CPMT 15 Genuine	5	Roll	31,500.00
7	TONER CART	for MP2014	3	Cartridge	14,850.00
8	TONER CART,	MP 2014HS, black	2	Cartridge	9,020.00
9	TONER CART,	Original HP 37A LaserJet, Black	1	Cartridge	17,000.00
10	TONER COPIER	FOR MPC2003-BLACK NRG GENUINE	15	Cartridge	81,390.00
11	TONER COPIER	MP2501L, Black,	7	Cartridge	19,600.00
12	TONER COPIER,	TONER FOR MPC2003-CYAN NRG GENUINE	8	Cartridge	85,400.00
13	TONER COPIER,	TONER FOR MPC2003-MAGENTA NRG GENUINE	8	Cartridge	85,400.00
14	TONER COPIER,	TONER FOR MPC2003-YELLOW NRG GENUINE	8	Cartridge	85,400.00
15	TONER,	black, for MP 2701/2014 Genuine	5	Cartridge	22,500.00
16	TONER,	for IM C2000 Black	5	Piece	55,000.00
17	TONER,	for IM C2000 Cyan	5	Piece	55,000.00
18	TONER,	for IM C2000 Magenta	5	Piece	55,000.00
19	TONER,	for IM C2000 Yellow	5	Piece	55,000.00
20	TONER	for MP2014 (842137	2	Cartridge	9,000.00

**Other Information**

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

**Created by** Tutchie Panlilio  
**Date Created** 15/01/2025

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