



# REQUEST FOR QUOTATION (RFQ) No. 661-2022

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 |
|----------------------|--|---|
| 2022-275 (URO)       | LABOR & MATERIALS: ACCOMMODATION, CATERING & VENUE RENTAL SERVICES | 360,000.00  |

Purpose:

Philgeps Posting: Active Date: 11-19-22 Closing Date: 11-22-22 Category: Sanwico Reference No.: 9259597

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: 10 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 11/22/22 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) / [julietelaineacuna@yahoo.com](mailto:julietelaineacuna@yahoo.com) / [javy\\_carlos@yahoo.com](mailto:javy_carlos@yahoo.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: 11/18/2022  
 RFQ No. 661-2022  
 PR No. 2022-275 (URO)

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  | <b>LABOR &amp; MATERIALS: ACCOMMODATION, CATERING &amp; VENUE RENTAL SERVICES</b>   | 1        |            |             |
|          |      | Accommodation for 22pax (11 rooms), Food (2 dinner for 23pax, 2 breakfast for 23pax, 2 AM snacks for 120pax, 2 lunch for 120pax, 2 PM snacks for 120pax) & Venue Rental on Nov. 30 - Dec. 2, 2022 @ Subic Bay Freeport Zone |          |            |             |
|          |      |   |          |            |             |

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** 9254547  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Labor & Materials: Accommodation, Catering, & Venue Rental Services  
**Area of Delivery** Tarlac

|  |                              |                     |
|--|------------------------------|---------------------|
| <b>Solicitation Number:</b> 661-2022<br><b>Trade Agreement:</b> Implementing Rules and Regulations<br><b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)<br><b>Classification:</b> Goods<br><b>Category:</b> Services<br><b>Approved Budget for the Contract:</b> PHP 360,000.00<br><b>Delivery Period:</b> 10 Day/s<br><b>Client Agency:</b> | <b>Status</b>                | <b>Pending</b>      |
|  | <b>Associated Components</b> | 3                   |
|  | <b>Bid Supplements</b>       | 0                   |
|  | <b>Document Request List</b> | 0                   |
|  | <b>Date Published</b>        | 19/11/2022          |
|  | <b>Last Updated / Time</b>   | 18/11/2022 16:46 PM |
|  | <b>Closing Date / Time</b>   | 22/11/2022 13:00 PM |
| <b>Contact Person:</b> Juliet Elaine Acuna<br>Section-in-Charge, Planning and Purchasing<br>Romulo Blvd.<br>Tarlac City<br>Tarlac<br>Philippines 2300<br>63-045-6068157<br>julietelaineacuna@yahoo.com   |                              |                     |

**Description**

for URO use.

**Line Items**

| Item No   | Description                                      | Quantity | Unit | Estimated Price |
|---|--|----------|------|-----------------|
| 1   | Accommodation, Catering, & Venue Rental Services | 1        | Lot  | 360,000.00      |
| Accommodation for 22pax (11 rooms), Food (2 dinner for 23pax, 2 breakfast for 23pax, 2 AM snacks for 120pax, 2 lunch for 120pax, 2 PM snacks for 120pax) & Venue Rental on Nov. 30 - Dec. 2, 2022 @ Subic Bay Freeport Zone |  |          |      |                 |

**Other Information**

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

**Created by** Juliet Elaine Acuna  
**Date Created** 18/11/2022

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