



Procurement Unit

REQUEST FOR QUOTATION (RFQ) No. 185-2019

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
2019-03-096 (PROC)	VARIOUS OFFICE EQUIPMENT	838,500.00
<i>Purpose: OFFICE EQUIPMENT FOR OFFICES AND COLLEGES (APP 2019 - 1ST QTR)</i>		

PhilGeps Posting:

Active Date: 5/2/19
Closing Date: 5/14/19

Category: Office Equipment
Reference No.: 6180307

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:

1. Delivery Schedule: 3 calendar days from receipt of approved PO/NTP
2. Bid Validity: 100 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 expandable supplies, or a minimum of one (1) year for non-expandable/services.
supplies/equipment after acceptance by the procuring entity of the delivered supplies/equipment/services.

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 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 _____ at the Procurement Unit, Admin Building Tarlac State University, Tarlac City. Open submission may be done manually or through email at javy_carlos@yahoo.com / julietelaineacuna@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. The maximum deduction shall be ten percent (10%) of the contract price. 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. TEFILO
Head, Procurement Unit

PRICE QUOTATION

Date: 3/19/19
 RFQ No.: 185-2019
 PR/JO No.: 2019-03-096 (PROC)

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	BINDER, machine, heavy duty, 24 holes	1		
2	unit	BINDING AND PUNCHING MACHINE, compatible to A4, FC, Letter, Legal Papers, Maximum binding 450 sheets, with adjustable margins, max punching 25 sheets, with selectable punching pins, dimensions 19" x 18" x 7"	1		
3	unit	BINDING AND PUNCHING MACHINE, Dimensions: 40 x 30 x 20cm weight: 13kgs	2		
4	unit	BINDING MACHINE (specs to follow) - Scholarship	1		
5	unit	CUTTER, paper, heavy duty, manual	1		
6	unit	LAMINATION MACHINE (specs to follow) - Scholarship	1		
7	unit	SHREDDER, Dimensions Hx W x D (mm) : 300 x 327 x 205 Material Type Plastic Color Black Throat Width (MM) 220 Advanced Safety Lockout Button Sheet Capacity 5 Cut Type Cross-Cut Average Shred Speed (mpm) 1.6 Cut Size 3.9x50mm Basket Type Wastebasket	1		
8	unit	SHREDDER, .0.06m/sec shred cuts 6/8 sheets of 70 gsm paper	2		
9	unit	SHREDDER, Paper Capacity- 10 sheets 70 gsm, 6 sheets 90 gsm, cutting speed: 50 mm per second; Electric motor: 150 watts	1		
10	unit	SHREDDER, paper, 10 sheet crosscut 101"D Defender 10 sheet crosscut shredder shreds slot for CDs and DVDS; 10 sheet cross cut, destroys CDs and DVDs in a separate slot, 5 gallon bin, handle for easy lifting, Quiet function: Auto Start/Stop & Reverse; Energy Saving technology	1		
11	unit	SHREDDER, paper, S-929, 350 x 262 x 550mm, auto feed, 9 sheets capacity 3.5 min	1		
12	unit	SHREDDER, T-Paper, paper shredding machine 15-200 sheets 220mm-500mm feed, 3mm, 4mm, 6mm, stripcut size, A3 & A4 paper size, 15-200 lbs bin capacity	1		
13	unit	TYPEWRITER, Manual standard 24", carriage	3		
14	unit	XEROX MACHINE - HRMD	1		
15	unit	XEROX MACHINE, Digital Full Colour Multifunction Printer - Copier Warm up time 25 / 20 seconds First output time Full Colour: 7.0 / 7.5 sec B/W: 5.4 / 5.3 sec Continuous Output Speed Full Colour: 20/25 ppm B/W: 20/25 ppm Memory Standard: 2 GB HDD 250 GB Dimensions (+/- 10%) With ARDF (W x D x H): 587 x 685 x 913 mm Copier Copying Process: Dry Electrostatic Transfer System with Dual component Development, 4-Drum method Multiple Copying, Up to 999 copies Resolution: 600 dpi / 4 bit Printer Resolution: 1200 x 1200 dpi / 2 bit interface Standard: SD slot, USB Host Interface, Ethernet 10 base-T/100 base-TX/1000 Base-T Scanner Scanning Speed: ARDF: 80 originals per minute Resolution: 1200 dpi Paper Handling Recommended paper size: SRA3, A3, A4, A5, A6, B4, B5, B6 Paper input capacity: Standard: 1,200 sheets Paper output capacity: 1,625 sheets Warranty atleast 1 year warranty	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: _____

Contact no.: _____

TIN no.: _____



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 6180307
 Procuring Entity TARLAC STATE UNIVERSITY
 Title Various Office Equipment
 Area of Delivery Tarlac

Solicitation Number:	185-2019	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:	Office Equipment	Date Published	08/05/2019
Approved Budget for the Contract:	PHP 838,500.00	Last Updated / Time	07/05/2019 09:58 AM
Delivery Period:	30 Day/s	Closing Date / Time	14/05/2019 13:00 PM
Client Agency:			
Contact Person:	Juliet Elaine Acuna Canvasser Romulo Blvd. Tarlac City Tarlac Philippines 2300 63-045-6068157 julietelaineacuna@yahoo.com		

Description

For Offices and Colleges.

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	BINDER	machine, heavy duty, 24 holes	1	Unit	29,000.00
2	BINDING AND PUNCHING MACHINE	please see attached specification.	1	Unit	20,000.00
3	BINDING AND PUNCHING MACHINE	Dimensions: 40x30x20cm weight: 13kgs	2	Unit	58,000.00
4	BINDING MACHINE	Binding Machine	1	Unit	30,000.00
5	CUTTER	paper, heavy duty, manual	1	Unit	80,000.00
6	LAMINATION MACHINE	Lamination Machine	1	Unit	5,000.00
7	SHREDDER	please see attached specification.	1	Unit	5,000.00
8	SHREDDER	0.06m/sec shred cuts 6/8 sheets of 70gsm paper	2	Unit	14,000.00
9	SHREDDER	please see attached specification.	1	Unit	5,500.00
10	SHREDDER	please see attached specification.	1	Unit	6,000.00
11	SHREDDER	paper, S-828, 350x262x550mm, auto	1	Unit	16,000.00

		feed, 9 sheets capacity 3.5min			
12	SHREDDER	please see attached specification.	1	Unit	30,000.00
13	TYPEWRITER	manual standard 24", carriage	3	Unit	90,000.00
14	XEROX MACHINE	xerox machine	1	Unit	80,000.00
15	XEROX MACHINE	please see attached specification.	1	Unit	370,000.00

Other Information

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

Created by Juliet Elaine Acuna

Date Created 07/05/2019

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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