



REQUEST FOR QUOTATION

RFQ No. 476-2025

Date: September 25, 2025

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Printing Supplies and Equipment** with an Approved Budget for the Contract of **Three Hundred Forty-Two Thousand Six Hundred Fifty Pesos (PhP 342,650.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:00PM of 02 October 2025**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

WILMARK J. RAMOS

Chairperson, Bids and Awards Committee-Goods and Services
Tarlac State University
Romulo Boulevard, San Vicente Tarlac City
Telephone No. (045) 606-8162
Email: tsucanvassing@gmail.com

Interested supplier/service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline for submission of quotation:

Required Documents:

- ☒ Valid Business/Mayor's Permit
- ☒ PhilGEPS Registration Number
- ☐ Tax Clearance (per RR017-2024 EO398 Series 2005, Updated Tax Clearance
- ☒ Notarized Omnibus Sworn Statement, if applicable
- ☐ Latest Income/Business Tax Return, if applicable
- ☐ Others, _____

The Head of the Procuring Entity (HoPE) of the TSU reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (045) 606-8157/606-8162 or send email to tsucanvassing@gmail.com.

By the Authority of the Bids and Awards Committee:

MENCHIE D. ABELLAR

Head, BAC Secretariat/Procurement Unit

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions.
3. The quotation shall contain all the mandatory requirements/provisions including manifestation of the agreement with the Terms and Conditions below.
4. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
5. **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
6. Quotations may be submitted through electronic mail at tsucanvassing@gmail.com.
7. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The following shall be observed in accomplishing the Quotation/Proposal Form:

Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (Comply or Not Comply) YES or NO
<div><div>1</div><div>2</div></div> <div>1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;</div> <div>2. Check if compliant with the specifications or not.</div>			

3. Detailed literature or brochure of the offer, as may be applicable, shall be submitted to support statement of compliance of the technical specifications
4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
5. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
6. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the TSU shall adopt and employ "draw lots" as the tie- breaking method to finally determine the single winning provider.
9. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
10. The item/s shall be delivered according to the accepted offer of the bidder.
11. Item/s delivered shall be inspected on the scheduled date and time of the TSU. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
12. Payment shall be made after delivery and upon the submission of the required supporting documents.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TSU may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its Implementing Rules and Regulations.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

Date: _____

The Bids and Awards Committee

Tarlac State University
San Vicente, Tarlac City

Dear Sir/Madam:

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

	Minimum Technical Specifications	Quantity	Offered Technical Specifications	Statement of Compliance (Comply or Not Comply)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification				
Procurement of Printing Supplies and Equipment				
1	DTG Printer 300mm, Print head EPSON XP600. Print Speed 4pass 6m ² /h, 6pass 4m ² /h, 8pass 2m ² /h. Suitable material Nylon, Chemical fiber, Cotton, Leather, Swimsuit, Wetsuit, PVC, EVA, etc. Ink type pigment ink. Transmission interface Gigabit interface. Print width 30cm. Supply voltage 220V/110V 50/60HZ. Print resolution 1440 DPI. Heating system the shaker has built in infrared drying. Working environment 15-30°C. RIP software Maintop6.1/Photo Print. Document format PDF/JPEG/TIFF. Machine size 940mm*570mm*455mm/44kg. Shaker size 700mm*550mm*570mm/32kg. Printer package dimensions 1000mm*700mm*650mm/58kg. Shaker package size 750mm*580mm*720mm/46kg	1 unit		
2	DTG Film 30cm x 100m	5 pieces		
3	DTG Ink Cyan	9 liters		
4	DTG Ink Yellow	9 liters		
5	DTG Ink Magenta	9 liters		
6	DTG Ink Black	8 liters		
7	DTG Ink White	16 liters		
8	DTG Hot Melt Glue Powder	50 kgs		
9	DTG Cleaning Solution	3 liters		
10	Heat Press Machine A3 size: 15 x 18 inches automatic open and drawer like mechanism. Color: red, time range 0-999 sec, temperature range 0-900F, Voltage 200V package 1800W power unit/box packing dimension 81.5*45.5*44cm weight 28kg test report provided.	2 unit		

11	EasyPress Mini portable. Dimensions: approximately 19.8cm (height) x 16cm (Width) x 9.19cm (Length). Weight: around 0.78 to 0.805kg. Heat Plate: Ceramic-coated, providing dry, even heat. Heat Settings: Three simple heat settings for various projects. Temperature reaches up to 400°F (205°C). Safety features: insulated safety base and an auto shutoff feature, light weight, portable, and easy to store, works with heat-transfer vinyl (HTV), iron-ons, and Infusible ink products on a variety of items.	1 unit		
12	Logo Heat Press Machine working area 15cm x 15cm, voltage 110v/220v, time range 0-999 S, temperature range 0-220 °C, G.W 11kg, packing size 50 x 36 x 47cm, usage label press small sublimation item.	1 unit		
13	Teflon Sheet for Heat Press 80cm x 100cm size	1 piece		
Warranty Period (for equipment, tools, and devices)				
Delivery Period: (<u>30</u> calendar days)				
nothing as follows				

Payment Terms

Payment shall be made through Landbank's LDDAPADA/Bank Transfer Facility, issuance of check or cash on delivery (COD) within thirty (30) calendar days after receipt of sales/service invoice and issuance of Inspection and Acceptance Report/Certificate of Acceptance from the End-User. In case accounts maintained in other banks, bank transfer fees shall be chargeable against the creditor's account.

Interested suppliers shall provide the following Bank Details in the statement of compliance column:

Bank Name: _____

Bank Branch/Address: _____

Bank Account Name: _____

Bank Account Number: _____

FINANCIAL OFFER:

Procurement of Printing Supplies and Equipment			
Approved Budget for the Contract (ABC):			
Three Hundred Forty-Two Thousand Six Hundred Fifty Pesos (PhP 342,650.00)			
	Items	Quantity (A)	Offered Price per Unit (B)
1	DTF Printer	1	
2	DTF Film	5	
3	DTF Ink Cyan	9	
4	DTF Ink Yellow	9	
5	DTF Ink Magenta	9	
6	DTF Ink Black	8	
7	DTF Ink White	16	
8	DTF Hot Melt Glue Powder	50	
9	DTF Cleaning Solution	3	
10	Heat Press Machine	2	
11	EasyPress Mini portable	1	
12	Lego Heat Press Machine	1	
13	Teflon Sheet	1	
Grand Total			

Total Offered Quotation	In Words:
	In Figures:

Signature Over Printed Name

Position/Designation

Company Registered Name

Office Telephone/Mobile Nos.

Email Address/es

Date

PhilGEPS
Philippine Government Electronic Procurement System

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12431299
Procuring Entity TARLAC STATE UNIVERSITY
Title Procurement of Printing Supplies and Equipment
Area of Delivery Tarlac

Solicitation Number:	476-2025	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	3
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 342,650.00	Document Request List	0
Delivery Period:	30 Day/s		
Client Agency:		Date Published	26/09/2025
Contract Person:	Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac City Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com	Last Updated / Time	25/09/2025 11:46 AM
		Closing Date / Time	02/10/2025 13:00 PM

Description					
for Print Shop use.					
Line Items					
1	DTF Printer	300mm, Print head EPSON XP500. Print Speed 4pass 6m²/h, 6pass 4m²/h, 8pass 2m²/h. Suitable material Nylon, Chemical fiber, Cotton, Leather, Swimsuit, Wetsuit, PVC, EVA, etc. Ink type pigment ink. Transmission interface Gigabit interface. Print width	1	Unit	200,000.00
2	DTF Film	30cm x 100m	5	Piece	7,250.00
3	DTF Ink	Cyan	9	Liter	12,600.00
4	DTF Ink	Yellow	9	Liter	12,600.00
5	DTF Ink	Magenta	9	Liter	12,600.00
6	DTF Ink	Black	8	Liter	11,200.00
7	DTF Ink	White	16	Liter	22,400.00
8	DTF Hot Melt Glue	Powder	50	Kilo	17,000.00
9	DTF Cleaning	Solution	3	Liter	3,000.00
10	Heat Press Machine	A3 size: 15 x 18 inches automatic open and drawer like mechanism. Color: red, time range 0-999 sec., temperature range 0-900F, Voltage 200V package 1800W power unit/box packing dimension 81.5*45.5*44cm weight 28kg test report provided.	2	Unit	30,000.00

11	EasyPress Mini portable	Dimensions: approximately 15.8cm (height) x 15cm (Width) x 9.15cm (Length). Weight: around 0.78 to 0.865kg. Heat Plate: Ceramic-coated, providing dry, even heat. Heat Settings: Three single heat settings for various projects. Temperature reaches up to	1	Unit	3,000.00
12	Logo Heat Press Machine	working area 15cm x 15cm, voltage 110v/220v, time range 0-999 S, temperature range 0-220 C, G.W 11kg, packing size 50 x 36 x 47cm, usage label, press small sublimation item	1	Unit	9,500.00
13	Teflon Sheet	for Heat Press 80cm x 100cm size	1	Piece	1,500.00

Other Information

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

Note: Award shall be on a "per line item" basis.

Please refer to the Request for Quotation for complete specifications

Created by Tutchie Panilio

Date Created 25/09/2025

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.