



Republic of the Philippine  
**TARLAC STATE UNIVERSITY**  
Romulo Blvd., San Vicente, Tarlac City  
Tel. No.: (045) 982 4630  
Website: www.tsu.edu.ph

## Request for Quotation

### for the Negotiated Procurement of the project

### Supply and Delivery of Printer and Copier Consumables (APP 2023)

Project No.: Goods 2023-002Nego2  
Deadline of Submission: January 4, 2023  
Date of Opening: January 4, 2023

TO:

Dear Sir/Ma'am,

1. The Tarlac State University Bids and Awards Committee requests your best quotation for the Project: Supply and Delivery of Printer and Copier Consumables (APP 2023).
2. The Approved Budget for the Contract (ABC) for each item are as given below.

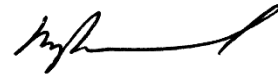
Item No.	Description	Qty.	Unit	ABC, ₱
1.	Tape for label printer, 24 mm, black on white for Epson LW-700	40	pc	57,600.00
2.	Toner, for Ineo 558e, TN-515 Original Black	31	pc	260,400.00
3.	Ink Bottle, Genuine Epson 001, Black ,127 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	64	pc	53,760.00
4.	Ink Bottle, Black, 120 ml, for printer M3170/M2140 (Epson 005)	65	pc	54,600.00
5.	Ink Bottle, Genuine Epson 001, Cyan, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc	34,800.00
6.	Ink Bottle, Genuine Epson 001, Magenta, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc	34,800.00
7.	Ink Bottle, Genuine Epson 001, Yellow, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc	34,800.00
8.	Ink Bottle, Genuine Epson T673, Black, 70 ml, for Epson L1800	18	pc	12,960.00
9.	Ink Bottle, Genuine Epson T673, Cyan, 70 ml Ink for Epson L1800	18	pc	12,960.00
10.	Ink Bottle, Genuine Epson T673, Light Cyan, 70, for Epson L1800	18	pc	12,960.00
11.	Ink Bottle, Genuine Epson T673, Light Magenta, 70 ml, for Epson L1800	15	pc	10,800.00
12.	Ink Bottle, Genuine Epson T673, Magenta, 70 ml, for Epson L1800	18	pc	12,960.00
13.	Ink Bottle, Genuine Epson T673, Yellow, 70 ml, for Epson L1800	18	pc	12,960.00
14.	Ink Cartridge, Original 841918, Black, for MP C2004ex	15	pc	108,000.00

15.	Ink Cartridge, Original 841919, Yellow, for MP C2004ex	14	pc	100,800.00
16.	Ink Cartridge, Original 841920, Magenta, for MP C2004ex	14	pc	100,800.00
17.	Ink Cartridge, Original 841921, Cyan, for MP C2004ex	14	pc	100,800.00
18.	Ink Cartridge, Original HP 106A, Black	20	pc	76,800.00
19.	Ink Cartridge, Original HP 678 (CZ107A), Black	20	pc	12,480.00
20.	Ink Cartridge, Original HP711, Black, 80 ml	12	pc	54,720.00
21.	Ink Cartridge, Original HP711, Cyan, 28 ml	12	pc	33,120.00
22.	Ink Cartridge, Original HP711, Magenta, 28 ml	12	pc	33,120.00
23.	Ink Cartridge, Original HP711, Yellow, 28 ml	12	pc	33,120.00
24.	Toner Cartridge, for MP 2014HS, Black	11	pc	54,120.00
25.	Toner Cartridge, for IM C2000, Black	20	pc	144,000.00
26.	Toner Cartridge, for IM C2000, Cyan	20	pc	264,000.00
27.	Toner, Cartridge for IM C2000, Magenta	20	pc	264,000.00
28.	Toner Cartridge, for IM C2000, Yellow	20	pc	264,000.00
29.	Toner Cartridge, HP 107A	113	pc	431,208.00
30.	Toner Cartridge, Original HP 56A	21	pc	113,400.00
31.	Toner Cartridge, TN516 (for 558e)	3	pc	23,400.00
All items must be genuine products and unadulterated.				

3. Evaluation of the quotations shall be on a per item basis.
4. Delivery of the goods shall be within sixty (60) calendar days upon acceptance of the Notice to Proceed/Purchase Order.
5. The best quotations shall be received on or before 2:00 P.M. on Wednesday, January 4, 2023 through courier or by hand-delivery at the address given below:

BAC Secretariat  
Motor Pool and Administration Building  
Tarlac State University  
Romulo Blvd., San Vicente, Tarlac City

6. Only the best quotations of interested suppliers who paid the fee in the amount of Two Thousand Pesos (₱ 2,000.00) shall be opened.
7. Best quotations received that exceed the ABC for each item shall be rejected.
8. The opening of the best quotations shall be on **January 4, 2023, at 2:00 P.M.**, at the Business Center Audio-Visual Room, 2nd Floor, Business Center Bldg., Tarlac State University, Romulo Blvd., San Vicente, Tarlac City in the presence of the suppliers who choose to attend.
9. The Tarlac State University reserves the right to reject any and all quotations and to cancel the procurement project at any time prior to the award of the contract without thereby incurring any liability to the affected suppliers.



**DR. MURPHY P. MOHAMMED**  
BAC Chairperson

## Negotiated Procurement for the Project: Supply and Delivery of Printer and Copier Consumables (APP 2023)

### 1. Schedule of Requirements

Item No.	Description	Qty.	Unit	ABC, ₱
1.	Tape for label printer, 24 mm, black on white for Epson LW-700	40	pc	57,600.00
2.	Toner, for Ineo 558e, TN-515 Original Black	31	pc	260,400.00
3.	Ink Bottle, Genuine Epson 001, Black ,127 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	64	pc	53,760.00
4.	Ink Bottle, Black, 120 ml, for printer M3170/M2140 (Epson 005)	65	pc	54,600.00
5.	Ink Bottle, Genuine Epson 001, Cyan, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc	34,800.00
6.	Ink Bottle, Genuine Epson 001, Magenta, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc	34,800.00
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10.	Ink Bottle, Genuine Epson T673, Light Cyan, 70, for Epson L1800	18	pc	12,960.00
11.	Ink Bottle, Genuine Epson T673, Light Magenta, 70 ml, for Epson L1800	15	pc	10,800.00
12.	Ink Bottle, Genuine Epson T673, Magenta, 70 ml, for Epson L1800	18	pc	12,960.00
13.	Ink Bottle, Genuine Epson T673, Yellow, 70 ml, for Epson L1800	18	pc	12,960.00
14.	Ink Cartridge, Original 841918, Black, for MP C2004ex	15	pc	108,000.00
15.	Ink Cartridge, Original 841919, Yellow, for MP C2004ex	14	pc	100,800.00
16.	Ink Cartridge, Original 841920, Magenta, for MP C2004ex	14	pc	100,800.00
17.	Ink Cartridge, Original 841921, Cyan, for MP C2004ex	14	pc	100,800.00
18.	Ink Cartridge, Original HP 106A, Black	20	pc	76,800.00
19.	Ink Cartridge, Original HP 678 (CZ107A), Black	20	pc	12,480.00
20.	Ink Cartridge, Original HP711, Black, 80 ml	12	pc	54,720.00
21.	Ink Cartridge, Original HP711, Cyan, 28 ml	12	pc	33,120.00
22.	Ink Cartridge, Original HP711, Magenta, 28 ml	12	pc	33,120.00
23.	Ink Cartridge, Original HP711, Yellow, 28 ml	12	pc	33,120.00
24.	Toner Cartridge, for MP 2014HS, Black	11	pc	54,120.00
25.	Toner Cartridge, for IM C2000, Black	20	pc	144,000.00
26.	Toner Cartridge, for IM C2000, Cyan	20	pc	264,000.00
27.	Toner, Cartridge for IM C2000, Magenta	20	pc	264,000.00
28.	Toner Cartridge, for IM C2000, Yellow	20	pc	264,000.00
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31.	Toner Cartridge, TN516 (for 558e)	3	pc	23,400.00
All items must be genuine products and unadulterated.				

## 2. Negotiated Procurement Documents Checklist

This Negotiated Procurement Documents Checklist is provided to guide the Supplier/Contractor in preparing his/her quotation. The checklist may be used by the Supplier/Contractor to verify if the Quotation includes all the prescribed documents.

The Supplier/Contractor, in submitting the required documents, must use the prescribed forms found in Negotiated Procurement Forms. However, should a supplier/contractor choose to use a different formatting style for a required document, the supplier/contractor must ensure that the substance in the form given in Negotiated Procurement Forms for that document is substantially captured in the equivalent document.

<b>A. Eligibility and Technical Documents</b>	
<input type="checkbox"/>	1. Photocopy of valid PhilGEPS Certificate of Registration (Revised and updated in accordance with GPPB Resolution No. 15-2021)
<input type="checkbox"/>	2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any
<input type="checkbox"/>	3. Statement of Single Largest Completed Contract (SLCC), similar to goods comprising the negotiated procurement project with a value, adjusted to current prices using the PSA's CPI, that is at least equivalent to twenty five (25 %) of the ABC and was completed within five (5) years prior to the date of submission of the quotation.
<input type="checkbox"/>	4. Audited Financial Statements stamped "received" by the BIR or its duly accredited and authorized institutions
<input type="checkbox"/>	5. NFCC computation
<input type="checkbox"/>	6. <i>If applicable</i> , a valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful
<input type="checkbox"/>	7. Bid Securing Declaration or Bid Security in any of the following amount and form: a. 2 % of the ABC if in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. 5 % of the ABC in Surety Bond.
<input type="checkbox"/>	8. Supplier's/Contractor's Compliance to the Technical Specifications
<input type="checkbox"/>	9. Omnibus Sworn Statement, which shall be duly notarized
<b>B. Financial Documents</b>	
<input type="checkbox"/>	1. Financial Bid Form in the prescribed form
<input type="checkbox"/>	2. Schedule of Prices

## 3. Negotiated Procurement Forms

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9.	Omnibus Sworn Statement, which shall be duly notarized	11
<b>B. Financial Documents</b>		
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2.	Schedule of Prices	14

*[Supplier's/Contractor's Letterhead]*

[Date]

To: Tarlac State University  
 Re: Project No. Goods 2023-002Nego2

**List of All Ongoing Government and Private Contracts, Including Contracts Awarded But Not Yet Started**

Row 1: Name of Contract Row 2: Location of Project Row 3: Contract Price	Row 1: Procuring Entity Row 2: Contact Person/Address Row 3: Telephone No.	Description of Goods	Row 1: Date of Award Row 2: Date Started Row 3: Contract Duration	Value of Outstanding Goods

Attached herewith are the following documents: Notice of Award, Notice to Proceed, and Official Receipts/Invoices, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]  
 [Name of Supplier/Contractor or Authorized Representative]  
 [Position or Title]

*[Supplier's/Contractor's Letterhead]*

[Date]

To: Tarlac State University  
Re: Project No. Goods 2023-002Nego2

**Statement of Single Largest Completed Contract Similar to the Negotiated Procurement Project**

Row 1: Name of Contract Row 2: Location	Contract Price	Row 1: Procuring Entity Row 2: Address Row 3: Contact Person/Tel. No.	Description of Goods	Date of Award	Date Completed

Attached herewith are the following documents: Contract Agreement, Notice of Award, Notice to Proceed, Official Receipt/Invoice, Certificate of Final Inspection, and Certificate of Acceptance, as evidences in support of the foregoing information.

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]  
[Name of Supplier/Contractor Authorized Representative]  
[Position or Title]

# *[Supplier's/Contractor's Letterhead]*

[Date]

To: Tarlac State University  
Re: Project No. Goods 2023-002Nego2

## NET FINANCIAL CONTRACTING CAPACITY

Based on our Income Tax Return and Audited Financial Statement for the Fiscal Year [YEAR], duly submitted to the Bureau of Internal Revenue, and which form part of our Quotation, the summary of our firm's financial condition is as given below:

		Year [YEAR]
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Based on the aforementioned data and the Value of Outstanding Works from the Statement of All Ongoing Government and Private Contracts, which also form part of our Quotation, our Net Financial Contracting Capacity (NFCC) is:

**NFCC** = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

**NFCC** =

I/We certify that the foregoing information and all of the supporting documents are true and correct.

[Signature]  
[Name of Supplier/Contractor or Authorized Representative]  
[Position or Title]



**Bid-Securing Declaration**

Republic of the Philippines  
City/Municipality Of \_\_\_\_\_ ) S.S.

x-----x

Project No. Goods 2023-002Nego2

To: **Tarlac State University**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and
    - i) I/we failed to timely file a request for reconsideration or
    - ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the Supplier with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Signature]  
 [Name of Supplier's/Contractor's Authorized Representative]  
 [Signatory's legal capacity]  
 Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s

exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

*[Name and Signature of Notary Public]*

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, *[date issued]*, *[place issued]*

**IBP No.** \_\_, *[date issued]*, *[place issued]*

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of** \_\_\_\_.

# [Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University  
 Re: Project No. Goods 2023-002Nego2

## Compliance to the Technical Specifications

Item No.	Description	Supplier's Compliance
		State "Comply" below <i>if your offer is complying with the specifications, otherwise state "We are offering the same goods with the following specifications [State the complete specifications of the alternative offer]</i>
1.	Tape for label printer, 24 mm, black on white for Epson LW-700	
2.	Toner, for Ineo 558e, TN-515 Original Black	
3.	Ink Bottle, Genuine Epson 001, Black ,127 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	
4.	Ink Bottle, Black, 120 ml, for printer M3170/M2140 (Epson 005)	
5.	Ink Bottle, Genuine Epson 001, Cyan, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	
6.	Ink Bottle, Genuine Epson 001, Magenta, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	
7.	Ink Bottle, Genuine Epson 001, Yellow, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	
8.	Ink Bottle, Genuine Epson T673, Black, 70 ml, for Epson L1800	
9.	Ink Bottle, Genuine Epson T673, Cyan, 70 ml Ink for Epson L1800	
10.	Ink Bottle, Genuine Epson T673, Light Cyan, 70, for Epson L1800	
11.	Ink Bottle, Genuine Epson T673, Light Magenta, 70 ml, for Epson L1800	
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16.	Ink Cartridge, Original 841920, Magenta, for MP C2004ex	
17.	Ink Cartridge, Original 841921, Cyan, for MP C2004ex	
18.	Ink Cartridge, Original HP 106A, Black	
19.	Ink Cartridge, Original HP 678 (CZ107A), Black	
20.	Ink Cartridge, Original HP711, Black, 80 ml	
21.	Ink Cartridge, Original HP711, Cyan, 28 ml	
22.	Ink Cartridge, Original HP711, Magenta, 28 ml	
23.	Ink Cartridge, Original HP711, Yellow, 28 ml	
24.	Toner Cartridge, for MP 2014HS, Black	
25.	Toner Cartridge, for IM C2000, Black	
26.	Toner Cartridge, for IM C2000, Cyan	
27.	Toner, Cartridge for IM C2000, Magenta	
28.	Toner Cartridge, for IM C2000, Yellow	
29.	Toner Cartridge, HP 107A	
30.	Toner Cartridge, Original HP 56A	
31.	Toner Cartridge, TN516 (for 558e)	

All items must be genuine products and unadulterated.

Attached herewith are the manufacturer's product literature(s) and certification(s) that we are authorized to sell the goods.

We certify that the foregoing information and the supporting documents are true and correct.

[Signature]

[Name of Authorized Signatory]  
[*Position/Title of Authorized Signatory*]

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

- b. *If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Supplier]* with office address at *[address of Supplier]*;
- c. *If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Supplier]* with office address at *[address of Supplier]*;

2. **Select one, delete the other:**

- a. *If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Supplier]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;
  - b. *If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;
3. *[Name of Supplier]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Supplier]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

- a. *If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- b. *If a partnership or cooperative:* None of the officers and members of *[Name of Supplier]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of

the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

c. *If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Supplier]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Supplier]* complies with existing labor laws and standards; and

8. *[Name of Supplier]* is aware of and has undertaken the following responsibilities as a Supplier:

- a. Carefully examine all of the Negotiated Procurement Documents;
- b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Supplier]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to delivery certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Supplier's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

# *[Supplier's/Contractor's Letterhead]*

[Date]

## FINANCIAL BEST QUOTATION FORM

To: Tarlac State University  
Re: Project No. Goods 2023-002Nego2

Having examined the Negotiated Procurement Documents *[insert if any or delete, if none: including Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged]*, we, the undersigned, offer to *[supply/deliver/perform] [description of the Goods]* in conformity with the said Negotiated Procurement Documents for the sum of *[total amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Best Quotation.

If our Best Quotation is accepted, we commit to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Best Quotation is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Best Quotation for the Best Quotation Validity Period of 120 calendar days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Best Quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Best Quotation or any Best Quotation you may receive.

We certify/confirm that we comply with the eligibility requirements as prescribed in the Negotiated Procurement Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of [Supplier], has the full power and authority to participate, submit the Best Quotation, and to sign and execute the ensuing contract, on the latter's behalf for the [Name of Project] of the Tarlac State University] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the [Supplier], to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for [Name of Project] of the Tarlac State University.*

We acknowledge that failure to sign each and every page of this Financial Best Quotation Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Best Quotation for and on behalf of \_\_\_\_\_

# [Supplier's/Contractor's Letterhead]

[Date]

To: Tarlac State University  
 Re: Project No. Goods 2023-002Nego2

## SCHEDULE OF PRICES

Item No.	Description	Qty.	Unit	Unit Price, ₱	Total Price, ₱
1.	Tape for label printer, 24 mm, black on white for Epson LW-700	40	pc		
2.	Toner, for Ineo 558e, TN-515 Original Black	31	pc		
3.	Ink Bottle, Genuine Epson 001, Black ,127 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	64	pc		
4.	Ink Bottle, Black, 120 ml, for printer M3170/M2140 (Epson 005)	65	pc		
5.	Ink Bottle, Genuine Epson 001, Cyan, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc		
6.	Ink Bottle, Genuine Epson 001, Magenta, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc		
7.	Ink Bottle, Genuine Epson 001, Yellow, 70 ml, Compatible with: L4150, L4160, L6150, L6160, L6170, L6190	58	pc		
8.	Ink Bottle, Genuine Epson T673, Black, 70 ml, for Epson L1800	18	pc		
9.	Ink Bottle, Genuine Epson T673, Cyan, 70 ml Ink for Epson L1800	18	pc		
10.	Ink Bottle, Genuine Epson T673, Light Cyan, 70, for Epson L1800	18	pc		
11.	Ink Bottle, Genuine Epson T673, Light Magenta, 70 ml, for Epson L1800	15	pc		
12.	Ink Bottle, Genuine Epson T673, Magenta, 70 ml, for Epson L1800	18	pc		
13.	Ink Bottle, Genuine Epson T673, Yellow, 70 ml, for Epson L1800	18	pc		
14.	Ink Cartridge, Original 841918, Black, for MP C2004ex	15	pc		
15.	Ink Cartridge, Original 841919, Yellow, for MP C2004ex	14	pc		
16.	Ink Cartridge, Original 841920, Magenta, for MP C2004ex	14	pc		
17.	Ink Cartridge, Original 841921, Cyan, for MP C2004ex	14	pc		
18.	Ink Cartridge, Original HP 106A, Black	20	pc		
19.	Ink Cartridge, Original HP 678 (CZ107A), Black	20	pc		
20.	Ink Cartridge, Original HP711, Black, 80 ml	12	pc		
21.	Ink Cartridge, Original HP711, Cyan, 28 ml	12	pc		
22.	Ink Cartridge, Original HP711, Magenta, 28 ml	12	pc		
23.	Ink Cartridge, Original HP711, Yellow, 28 ml	12	pc		
24.	Toner Cartridge, for MP 2014HS, Black	11	pc		
25.	Toner Cartridge, for IM C2000, Black	20	pc		
26.	Toner Cartridge, for IM C2000, Cyan	20	pc		
27.	Toner, Cartridge for IM C2000, Magenta	20	pc		
28.	Toner Cartridge, for IM C2000, Yellow	20	pc		
29.	Toner Cartridge, HP 107A	113	pc		
30.	Toner Cartridge, Original HP 56A	21	pc		
31.	Toner Cartridge, TN516 (for 558e)	3	pc		

[Signature]  
 [Name of Authorized Signatory]  
 [Position/Title of Authorized Signatory]

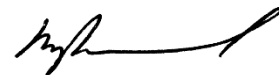


### 3. Sealing and Marking of Quotation

3.1. All eligibility, technical, and financial documents shall be bound in a folder and placed inside an envelope and the envelope must be properly sealed and labeled as shown below.

<p>Name of Supplier/Contractor Address</p> <p>Bids and Awards Committee Motor Pool and Administration Bldg. Tarlac State University Romulo Blvd., San Vicente Tarlac City 2300</p> <p>Project No. Goods 2023-002Nego2</p>
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3.2. Suppliers/Contractors are requested to submit three copies of the required documents placed inside separate envelopes and the three envelopes shall all be placed inside one envelope. Submission of only one copy of the documents shall not be a ground for the disqualification of the supplier/contractor.



**DR. MURPHY P. MOHAMMED**  
Chairperson  
Bids and Awards Committee