



**REQUEST FOR QUOTATION**

**RFQ No. 060-2026**

**Date: February 18, 2026**

The **TARLAC STATE UNIVERSITY (TSU)**, through its Bids and Awards Committee (BAC), intends to procure **Customized Souvenir Polo Shirts** with an Approved Budget for the Contract of **Five Hundred Thousand Pesos (PhP 500,000.00)** 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 25 February 2026**, 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) 606-8157  
 Email: [tsucanvassing@gmail.com](mailto: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](mailto: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](mailto: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
<ol style="list-style-type: none"> <li>1. State the Brand/Model offered and/or alternate offer if answered "NO" in the Statement of Compliance;</li> <li>2. Check if compliant with the specifications or not.</li> </ol>			

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)
<b>Note: Non-compliance with the minimum required specifications shall be grounds for disqualification</b>			
<b>Procurement of Customized Souvenir Polo Shirts</b>			
<p><b>Souvenir Polo Shirts</b>  <b>Item No. 1</b>  <b>Quantity:</b> 300 pcs            SOUVENIR POLO SHIRT (Short Sleeves)  <b>Fabric:</b> Lacoste (Honeycomb)  <b>Color:</b> Mustard Yellow  <b>Collar:</b> Personalized TSU Maroon Red with stripes  <b>Logo:</b> TSU logo (DTF print)  <b>Sizes:</b>            S – 40 pieces            M – 75 pieces            L – 85 pieces            XL – 55 pieces            2XL – 30 pieces            3XL – 10 pieces            5XL – 5 pieces  <b>As per approved sample</b></p> <p><b>Item No. 2</b>  <b>Quantity:</b> 300 pcs            SOUVENIR POLO SHIRT (Short Sleeves)  <b>Fabric:</b> Lacoste (Honeycomb)  <b>Color:</b> Fire Brick Red  <b>Collar:</b> Personalized TSU Navy Blue with Fire Brick Red stripes  <b>Logo:</b> TSU logo (DTF print)  <b>Sizes:</b>            S – 40 pieces            M – 75 pieces            L – 85 pieces            XL – 55 pieces            2XL – 30 pieces            3XL – 10 pieces            5XL – 5 pieces  <b>As per approved sample</b></p> <p><b>Item No. 3</b>  <b>Quantity:</b> 300 pcs            SOUVENIR POLO SHIRT (Short Sleeves)  <b>Fabric:</b> Lacoste (Honeycomb)  <b>Color:</b> Forest Green  <b>Collar:</b> Personalized TSU White stripes</p>	<p>1 Lot</p>		
TSU-PRO-SF-120	Revision No.: 00	Effectivity Date: August 12, 2025	Page 3 of 6

**Logo:** TSU logo (DTF print)

**Sizes:**

- S – 40 pieces
- M – 75 pieces
- L – 85 pieces
- XL – 55 pieces
- 2XL – 30 pieces
- 3XL – 10 pieces
- 5XL – 5 pieces

**As per approved sample**

**Item No. 4**

**Quantity:** 300 pcs

SOUVENIR POLO SHIRT (Short Sleeves)

**Fabric:** Lacoste (Honeycomb)

**Color:** Steel Blue

**Collar:** Personalized TSU White stripes

**Logo:** TSU logo (DTF print)

**Sizes:**

- S – 40 pieces
- M – 75 pieces
- L – 85 pieces
- XL – 55 pieces
- 2XL – 30 pieces
- 3XL – 10 pieces
- 5XL – 5 pieces

**As per approved sample**

**Item No. 5**

**Quantity:** 250 pcs

SOUVENIR POLO SHIRT (Short Sleeves)

**Fabric:** Lacoste (Honeycomb)

**Color:** White

**Collar:** Personalized TSU Royal Blue Stripes

**Logo:** TSU logo (DTF print)

**Sizes:**

- S – 30 pieces
- M – 65 pieces
- L – 80 pieces
- XL – 40 pieces
- 2XL – 25 pieces
- 3XL – 5 pieces
- 5XL – 5 pieces

**As per approved sample**

**Item No. 6**

**Quantity:** 300 pcs

SOUVENIR POLO SHIRT (Short Sleeves)

**Fabric:** Lacoste (Honeycomb)

**Color:** Black

**Collar:** Personalized TSU Golden stripes

**Logo:** TSU logo (DTF print)

**Sizes:**

- S – 40 pieces
- M – 75 pieces
- L – 85 pieces
- XL – 55 pieces
- 2XL – 30 pieces
- 3XL – 10 pieces
- 5XL – 5 pieces

**As per approved sample**

<p><b>Item No. 7</b>  <b>Quantity:</b> 150 pcs  SOUVENIR POLO SHIRT (Short Sleeves)  <b>Fabric:</b> Lacoste (Honeycomb)  <b>Color:</b> Bulgarian Rose  <b>Collar:</b> Personalized TSU Golden stripes</p> <p><b>Logo:</b> TSU logo (DTF print)  <b>Sizes:</b>  S – 15 pieces  M – 38 pieces  L – 45 pieces  XL – 25 pieces  2XL – 20 pieces  3XL – 3 pieces  4XL – 2 pieces  5XL – 2 pieces  <b>As per approved sample</b></p> <p><b>Item No. 8</b>  <b>Quantity:</b> 100 pcs  SOUVENIR POLO SHIRT (Short Sleeves)  <b>Fabric:</b> Lacoste (Honeycomb)  <b>Color:</b> Yellow Saffron  <b>Logo:</b> TSU logo (DTF print)  Personalized with Name  <b>Sizes:</b>  S – 2 pieces  M – 16 pieces  L – 36 pieces  XL – 28 pieces  2XL – 14 pieces  3XL – 4 pieces  <b>As per approved sample</b></p>			
<b>Warranty Period</b> (for equipment, tools, and devices)			
<b>Delivery Period</b> ( <u>45</u> calendar day)			
<b>**nothing as follows**</b>			

**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:**

<b>Procurement of Customized Souvenir Polo Shirts</b>	
Approved Budget for the Contract (ABC): <b>Five Hundred Thousand Pesos (PhP 500,000.00)</b>	
<b>Total Offered Quotation</b>	<b>In Words:</b>
	<b>In Figures:</b>

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Company Registered Name

\_\_\_\_\_  
Office Telephone/Mobile Nos.

\_\_\_\_\_  
Email Address/es

\_\_\_\_\_  
Date



**PhilGEPS**

Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

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**Bid Notice Abstract**

**Request for Quotation (RFQ)**

**Reference Number** 12789222  
**Procuring Entity** TARLAC STATE UNIVERSITY  
**Title** Procurement of Customized Souvenir Polo Shirts  
**Area of Delivery** Tarlac

<b>Solicitation Number:</b> 060-2026	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations	<b>Associated Components</b>	4
<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> Services	<b>Date Published</b>	19/02/2026
<b>Approved Budget for the Contract:</b> PHP 500,000.00	<b>Last Updated / Time</b>	18/02/2026 15:45 PM
<b>Delivery Period:</b> 45 Day/s	<b>Closing Date / Time</b>	25/02/2026 13:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> Tutchie Panlilio Clerk TSU, Romulo Blvd. San Vicente, Tarlac City, Philip Tarlac Philippines 2300 63-045-6068110 Ext.157 tsucanvassing@gmail.com		

**Description**

Souvenir Polo Shirts  
 Item No. 1  
 Quantity: 300 pcs  
 SOUVENIR POLO SHIRT (Short Sleeves)  
 Fabric: Lacoste (Honeycomb)  
 Color: Mustard Yellow  
 Collar: Personalized TSU Maroon Red with stripes  
 Logo: TSU logo (DTF print)  
 Sizes:  
 S - 40 pieces  
 M - 75 pieces  
 L - 85 pieces  
 XL - 55 pieces  
 2XL - 30 pieces  
 3XL - 10 pieces  
 5XL - 5 pieces  
 As per approved sample

Item No. 2  
 Quantity: 300 pcs  
 SOUVENIR POLO SHIRT (Short Sleeves)  
 Fabric: Lacoste (Honeycomb)  
 Color: Fire Brick Red  
 Collar: Personalized TSU Navy Blue with Fire Brick Red stripes  
 Logo: TSU logo (DTF print)  
 Sizes:  
 S - 40 pieces  
 M - 75 pieces  
 L - 85 pieces  
 XL - 55 pieces  
 2XL - 30 pieces  
 3XL - 10 pieces  
 5XL - 5 pieces  
 As per approved sample

Item No. 3  
 Quantity: 300 pcs  
 SOUVENIR POLO SHIRT (Short Sleeves)

Fabric: Lacoste (Honeycomb)  
Color: Forest Green  
Collar: Personalized TSU White stripes Logo: TSU logo (DTF print)  
Sizes:  
S - 40 pieces  
M - 75 pieces  
L - 85 pieces  
XL - 55 pieces  
2XL - 30 pieces  
3XL - 10 pieces  
5XL - 5 pieces  
As per approved sample

Item No. 4  
Quantity: 300 pcs  
SOUVENIR POLO SHIRT (Short Sleeves)  
Fabric: Lacoste (Honeycomb)  
Color: Steel Blue  
Collar: Personalized TSU White stripes  
Logo: TSU logo (DTF print)  
Sizes:  
S - 40 pieces  
M - 75 pieces  
L - 85 pieces  
XL - 55 pieces  
2XL - 30 pieces  
3XL - 10 pieces  
5XL - 5 pieces  
As per approved sample

Item No. 5  
Quantity: 250 pcs  
SOUVENIR POLO SHIRT (Short Sleeves)  
Fabric: Lacoste (Honeycomb)  
Color: White  
Collar: Personalized TSU Royal Blue Stripes  
Logo: TSU logo (DTF print)  
Sizes:  
S - 30 pieces  
M - 65 pieces  
L - 80 pieces  
XL - 40 pieces  
2XL - 25 pieces  
3XL - 5 pieces  
5XL - 5 pieces  
As per approved sample

Item No. 6  
Quantity: 300 pcs  
SOUVENIR POLO SHIRT (Short Sleeves)  
Fabric: Lacoste (Honeycomb)  
Color: Black  
Collar: Personalized TSU Golden stripes  
Logo: TSU logo (DTF print)  
Sizes:  
S - 40 pieces  
M - 75 pieces  
L - 85 pieces  
XL - 55 pieces  
2XL - 30 pieces  
3XL - 10 pieces  
5XL - 5 pieces  
As per approved sample

Item No. 7  
Quantity: 150 pcs  
SOUVENIR POLO SHIRT (Short Sleeves)  
Fabric: Lacoste (Honeycomb)  
Color: Bulgarian Rose  
Collar: Personalized TSU Golden stripes

Logo: TSU logo (DTF print)  
Sizes:  
S - 15 pieces  
M - 38 pieces  
L - 45 pieces  
XL - 25 pieces  
2XL - 20 pieces  
3XL - 3 pieces  
4XL - 2 pieces  
5XL - 2 pieces  
As per approved sample

Item No. 8  
Quantity: 100 pcs  
SOUVENIR POLO SHIRT (Short Sleeves)  
Fabric: Lacoste (Honeycomb)  
Color: Yellow Saffron  
Logo: TSU logo (DTF print)  
Personalized with Name  
Sizes:

S - 2 pieces  
M - 16 pieces  
L - 36 pieces  
XL - 28 pieces  
2XL - 14 pieces  
3XL - 4 pieces  
As per approved sample

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Customized Souvenir Polo Shirts	Souvenir Polo Shirts (2000 pieces) Please refer to the Request for Quotation for complete specifications	1	Lot	500,000.00

**Other Information**

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

Note: This item is to be acquired as a lot.

\*Please refer to the Request for Quotation for complete specifications\*

**Created by** Tutchie Panlilio

**Date Created** 18/02/2026

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.