



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12869423
Procuring Entity PALAWAN STATE UNIVERSITY
Title PROCUREMENT AND DELIVERY OF SEMI-EXPENDABLE ICT & FURNITURE AND FIXTURES FOR LIBRARY AMERICAN CORNER
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-009	Status	Active
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:	Information Technology	Date Published	23/03/2026
Approved Budget for the Contract:	PHP 265,720.00	Last Updated / Time	23/03/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	26/03/2026 17:00 PM
Client Agency:			
Contact Person:	LILYBETH JOY MAE AGUM CUYO Administrative Officer V / Procurement Office Tinguiban Heights, Puerto Princesa City Palawan Philippines 5300 63-48-4330488 upo@psu.palawan.edu.ph		
Description Please see attached documents			

Created by LILYBETH JOY MAE AGUM CUYO
Date Created 19/03/2026

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Date: March 23, 2026

PRICE QUOTATION

Sir:

You are hereby invited to quote your price for article(s) listed below. Please submit your quotation to the Office of the President, Palawan State University, Puerto Princesa City, or to his authorized representative on or before. 28 Mar 26

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	1	Piece	Headphones for desktop computers		
			Specifications:		
			- Plug-and-play		
			- Connectivity: USB-A		
			- USB cable length: 1.9m 6.23ft		
			- Powerful noise-cancelling microphone		
			- TCO Certified		
			- Made from 50% Recycled Plastic		
			- Incredibly lightweight design: 92g 3.25oz		
			- LED Status Indicator: Firmware update status, mute/unmute		
			- User hearing protection: Peak Stop™		
			- Jabra+ Direct and Xpress not supported		
2	1	Unit	Laser Printer		
			Specifications:		
			- Functions: Print, Scan, Copy, Fax		
			- Printer Type: Laser Printer		
			- Product Dimensions: (Width X Depth X Height) 410 mm x 462 mm x 401 mm		
			- Weight: 17.4 kg		
			- Print Speed: Up to 30 (Mono) / Up to 30 (Colour) ppm (A4) Up to 31 (Mono) / Up to 31 (Colour) ppm (Letter)		
			- Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env.		
			- Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS), A5, A5 (Long Edge), A6, Executive, Legal,		
			- Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper		
3	1	Unit	Desktop PC		
			Intel i5-1334U/16GB, 2x8GB, DDR5 /1TB /23.8-inch FHD /Microsoft Office Home		
4	2	Unit	Laptop		
			Specifications:		
			- Windows 11 Home and Windows 11 Pro for business		
			- Microsoft Office Home & Student 2021 + Microsoft 365 Basic		
			- US MIL-STD 810H military-grade standard		
			- 15.6-inch		
			- 512GB M.2 NVMe" PCIe® 3.0 SSD		
			- Wi-Fi 5(802.11ac) (Dual band) 1*1 + Bluetooth® 5.1 Wireless Card (*Bluetooth® version may change with OS version different.)		
			- Sonic Master Built-in speaker, Built-in array microphone		
5	1	Piece	Acrylic Transparent Podium with Am Space logo		
6	15	Piece	Chairs		
			For AC reading room		
			Color: Dark Red TBD Pantone Coated 199C and Dark Blue		
			Size: 870 square feet /80 square meters		

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
7	6	Piece	Bean bags		
			for public use		
			Size: Extra Large (weight 90cm X Lenthth 115cm)		
			Color: 2pcs Black, 2pcs Dark Red TBD Pantone Coated		
8	1	Piece	Window blinds for AC		
			Width-240cm		
			Length -160cm		
			Color: Striped black with transparent white		
9	4	Piece	Foldable tables		
			Seats: 6 seats		
			For Library Services use. (For American Corner refurbishing)		

I/We hereby proposed to furnish and deliver the listed article(s) according to specifications and price quoted including delivery charge to the PSU Stockroom.

CONTRACTOR



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

PSU Vision

A premier state university in Southeast Asia that provides excellent and relevant higher education for sustainable development.

PSU Mission

The Palawan State University is committed to upgrade the quality of life of the people by providing higher education opportunities through excellent instruction, research, extension, production services and transnational collaboration and innovations.

TERMS OF SPECIFICATIONS (TOS)

For the Project

**PROCUREMENT AND DELIVERY OF SEMI-EXPENDABLE ICT & FURNITURE AND FIXTURES AND FOR LIBRARY
AMERICAN CORNER**

ABC: Php 265,720.00

Source of Fund: Fund-401 FY2026

Proponent: LIBRARY AMERICAN CORNER

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I. Background and Overview

I. Background and Overview

The different colleges and offices of the University, usually requested the supplies, materials and equipment for the consumption and usage of their offices and submitted approved PRs to the Procurement Office.

As per issuance of GPPB Resolution No. 02 – 2025;

whereas, Section 27.1 (b) of the IRR of RA 12009 mandates that Competitive Bidding, notwithstanding the applicability of the other modes of procurement defined herein subject to the provisions of Rules VI to XI of the IRR of RA 12009.

whereas, Section 4 of the Administrative Order (AO) No. 17 (Directing the use of the Procurement Service and the Philippine Government Electronic Procurement System in procurement activities in accordance with RA 12009, and in improving the operation of the Procurement Service.

whereas, Section 40 and Section 40.1 of the IRR of RA 12009 respectively, states that the PS-DBM is tasked with centralized procurement of commonly used goods for the government and that all NGAs, GOCCs, GFIs, SUCs, and LGUs shall procure CSE only from the PS-DBM, subject to its availability.

Hence, the BAC directed the Procurement Office to consolidate the items subject for commencement of bidding and issuance of BAC Resolution.

II. SEMI-EXPENDABLE ICT & FURNITURE AND FIXTURES - ABC Php 265,720.00

No.	Item Description	Qty	Unit
1	Headphones for desktop computers; Specifications: -Plug-and-play -Connectivity: USB-A -USB cable length: 1.9m 6.23ft -Powerful noise-cancelling microphone -TCO Certified -Made from 50% Recycled Plastic -Incredibly lightweight design: 92g 3.25oz -LED Status Indicator: Firmware update status, mute/unmute -User hearing protection: PeakStop™ -Jabra+ Direct and Xpress not supported	1	Piece
2	Laser Printer; Specifications: Functions: Print, Scan, Copy, Fax Printer Type: Laser Printer Product Dimensions: (Width X Depth X Height) 410 mm x 462 mm x 401 mm Weight: 17.4 kg Print Speed: Up to 30 (Mono) / Up to 30 (Colour) ppm (A4) Up to 31 (Mono) / Up to 31 (Colour) ppm (Letter) Paper Type: Plain Paper, Thin Paper, Thick Paper, Recycled Paper, Bond, Label, Envelope, Env. Thin, Env.Thick, Glossy Paper Paper Size: A4, Letter, B5 (JIS), B5 (ISO), B6 (JIS), A5, A5 (Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal, 16K (195x270mm), A4 Short (270mm Paper), COM-10, DL, C5, Monarch Maximum Paper Capacity: Up to 280 sheets of 80 gsm plain paper	1	Set



3	Desktop PC; Intel i5-1334U / 16GB, 2x8GB, DDR5 / 1TB / 23.8-inch FHD / Microsoft Office Home 2024 + Microsoft 365 Basic 1 year subscription / Dark Shadow Gray 	1	Set
4	Laptop ; Specifications: -Windows 11 Home and Windows 11 Pro for business -Microsoft Office Home & Student 2021 + Microsoft 365 Basic -US MIL-STD 810H military-grade standard -15.6-inch -512GB M.2 NVMe" PCIe® 3.0 SSD -Wi-Fi 5(802.11ac) (Dual band) 1*1 + Bluetooth® 5.1 Wireless Card (*Bluetooth® version may change with OS version different.) -Sonic Master Built-in speaker, Built-in array microphone 	2	Pieces
5	Acrylic Transparent Podium with Am Space logo 	1	Set
6	Chairs for AC reading room Color: Dark Red TBD Pantone Coated 199C and Dark Blue TBD Pantone Coated Blue 072C CMYK 100.95.0.3 CMYK 0.100.77.16 Size: 870 square feet / 80 square meters 	15	Pieces

7	Bean bags for public use Size: Extra Large (WEIGHT 90CM X LENGTH 115CM) Color: 2pcs Black, 2pcs Dark Red TBD Pantone Coated 199C, 2pcs Dark Blue TBD Pantone Coated Blue 072C CMYK 100.95.0.3 CMYK 0.100.77.16  46.5cm	6	Pieces
8	Window blinds for AC Width-240cm Length-160cm Color: Striped black with transparent white 	1	Piece
9	Foldable tables Seats: 6 seats 	4	Pieces

III. DELIVERY

The purchased items shall be delivered within **Thirty (30)** calendar days upon receipt of Purchase Order (P.O) in case of goods. Free on-Board Destination.

IV. PAYMENT TERMS

For the Procurement of Semi-Expendable ICT & Office equipment under Fund 401 for PSU Main Campus, payment will be made in full after the final acceptance of the project.

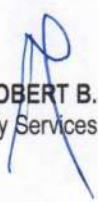
V. WARRANTY

1% retention in the total contract price of the project will be applied and (1) year warranty shall be provided by the winning bidder in case of (semi-expendable equipment)

VI. OTHER CONDITIONS

The procurement is per lot basis.

Prepared by:


CHRISTIAN ROBERT B. NALICA, RL
Director, Library Services

INSTRUCTIONS FOR FILLING OUT THE PRICE QUOTATION FORM

If you want to submit a quotation, please make sure to fill out the form completely.

What to include in the form:

1. Price of each item or service
2. Total amount of all items
3. Name of the person giving the quotation
4. Signature
5. Contact number
6. Company address

Also send these documents:

- Filled-out and signed Price Quotation Form
- Company legal documents

How to submit: Send the scanned form and documents to **upo@psu.palawan.edu.ph** before the deadline.

Reminder:

- Make sure everything is complete and correct
- Incomplete forms may not be accepted