



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12981630
Procuring Entity PALAWAN STATE UNIVERSITY
Title Procurement and Delivery of TOR Paper, Diploma Envelope, Medals and Plaque for the Commencement
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-027	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	2
Category:	Printing Services	Date Published	13/05/2026
Approved Budget for the Contract:	PHP 294,400.00	Last Updated / Time	13/05/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	18/05/2026 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 12/05/2026

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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 TOR PAPER, DIPLOMA ENVELOPE, MEDALS AND PLAQUE FOR THE COMMENCEMENT

ABC: Php 294,400.00

Source of Fund: 164

Proponent: Procurement Office

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1.1. Background and Overview

The different colleges 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.

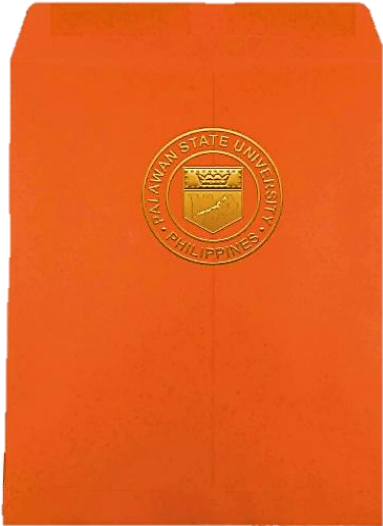
As per issuance of GPPB Resolution 24-2014;

Whereas, Section 8.2.3(b) of the IRR of RA 9184 mandates that procuring entities shall procure common-use goods, supplies, materials and equipment from the Philippine Government Electric Procurement System’s (PhilGEPS) Electronic catalogue;

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 9184, and improving the operation of the Procurement Service) likewise require the procurement of common use supplies directly from the Procurement Service (PS) or its depots without need of public bidding as provided in Section 53.3 of the IRR of RA 9184.

However, those supplies, materials and equipment that are not available at DBM-PS must be procure thru public bidding, as per Section 10 of RA 9184 & IRR” All Procurement shall be done through competitive bidding, except as provided in Rule XVI of this IRR”. Thus, the BAC directed the Procurement Office to consolidate those approved PRs subjects for commencement of bidding and issuance of BAC Resolution.

II. LIST OF ITEMS

PSU DEL SUR CLUSTER				
Item #	Per Office Item #	Particulars/Specifications	Unit of Measure	Total Quantity
1	1	TOR Paper (Transcript of Records) – Balabac Campus Header and Address	Ream	10
2	2	TOR Paper (Transcript of Records) – Bataraza Campus Header and Address	Ream	15
3	3	TOR Paper (Transcript of Records) – Brooke’s Point Campus Header and Address	Ream	20
4	4	TOR Paper (Transcript of Records) – Sofronio Española Campus Header and Address	Ream	15
5	5	Diploma Envelope, Legal Size, (Customized) Orientation: Portrait Opening: Top PSU Logo embossed in gold Note: This is a sample image of the proposed diploma envelope. The final color and design may still be subject to change. 	Piece	1200
6	6	Plaque (Special/Glass) – Balabac Campus	Piece	6
7	7	Plaque (Special/Glass) – Bataraza Campus	Piece	7

PROCUREMENT AND DELIVERY OF TOR PAPER, DIPLOMA ENVELOPE, MEDALS AND PLAQUE FOR THE COMMENCEMENT

TERMS OF SPICIFICATIONS

8	8	Plaque (Special/Glass) – Brooke’s Point Campus	Piece	4
9	9	Plaque (Special/Glass) – Sofronio Española Campus	Piece	5
		Sample Plaque Glass: 		
10	10	Medal – Leadership Award	Piece	3
11	11	Medal – Latin Honor, Cum Laude	Piece	13
12	12	Medal – Latin Honor, Magna Cum Laude	Piece	2

III. DELIVERY

The purchase items shall be delivered within **thirty (30)** days upon receipt of the Purchase Order (P.O.) in case of goods. Free on-board Destination (FOB)

Items	Place of Delivery
Items Number 1 to 12	PSU DEL SUR CLUSTER – BATARAZA

IV. PAYMENT TERMS

For the Procurement and Delivery of TOR Paper, Diploma Envelope, Medals and Plaque for the Commencement, payment will be made in full after the final acceptance of the project.

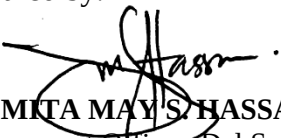
V. WARRANTY

1% retention in the total contract price of the project will be applied and (1) year warranty, Installation, and after sales services shall be provided by the winning bidder in case of Equipment.

VII. OTHERS CONDITIONS

The procurement is per lot basis. Includes installation and commissioning.

Prepared by:


ZUSMITA MAY S. HASSAN
Procurement Officer, Del Sur Cluster

