



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13179859
Procuring Entity PALAWAN STATE UNIVERSITY
Title PROCUREMENT OF OFFICE SUPPLIES OF PSU OCCIDENTAL CLUSTER 3
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-036	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)	Bid Supplements	0
Classification:	Goods	Document Request List	4
Category:	Office Supplies and Devices	Date Published	06/08/2026
Approved Budget for the Contract:	PHP 934,975.50	Last Updated / Time	06/08/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	10/08/2026 17:00 PM
Client Agency:			
Contact Person:	LILYBETH JOY MAE AGUM CUYO Administrative Officer V / Procurement Office Tiniguiban Heights, Puerto Princesa City Palawan Philippines 5300 63-48-4330488 upo@psu.palawan.edu.ph		
Description Please see attched files.			

Created by LILYBETH JOY MAE AGUM CUYO
Date Created 05/08/2026

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Date: August 6, 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. 11-Aug-26

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	20	Piece	Acetate Film for Binding Cover (A4, clear)		
2	20	Piece	Acetate Film for binding Cover (Long, clear		
3	1	Pack	ACETATE, gauge 33, 50m in length		
4	10	Pack	AIR FRESHENER, 320mL, crisp apple		
5	743	Piece	BALLPEN, Ball Point Pen, Black		
6	121	Box	BALLPEN, Ball Point Pen, Blue		
7	82	Piece	BALLPEN, Ball Point Pen, Red		
8	11	Box	Ballpen, black, 0.5mm @12 pcs/box		
9	305	Pack	BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack		
10	35	Pack	BOARD, specialty, legal, 200gsm, white, vellum, 10 sheets/pack.		
11	205	Ream	Bond paper Folio (Long) 80GSM (5 ream/box)		
12	153	Ream	Bond Paper, Letter, 80gsm, 500 sheets/ream		
13	100	Ream	BOND PAPER, Short, 80gsm, 500sheets/ream		
14	5	Pack	Brother BTD100C, Black refill Ink Bottle		
15	5	Pack	Brother BTD100C, Cyan refill Ink Bottle		
16	5	Piece	Brother BTD100C, magenta refill Ink Bottle		
17	5	Piece	Brother BTD100C, Yellow refill Ink Bottle		
18	10	Pack	BROWN PAPER BAG, 7 inches x 3.5 inches x 2.25 inches, 100 pcs/pack		
19	20	Piece	Cannon Ink 005		
20	160	Piece	certificate holder, A4 size		
21	4	Piece	Cork Board 4' x 8'		
22	308	Piece	CORRECTION TAPE, 5mm x 6m		
23	5	Pack	DATA FILING BOX, with cover, legal size		
24	60	Pack	DATA FOLDER, w/ finger ring, (3 x 9 x 15)		
25	4	Piece	Design Suspension Folder, Compatible to Short and Long and Hanging File Folder Frame (Green, Blue, Yellow, Red) 25Pcs/Box		
26	4	Piece	DETERGENT LIQUID, 1L.		
27	20	Piece	Envelope, brown, long		
28	200	Piece	ENVELOPE, brown/documentary, legal size		
29	100	Piece	ENVELOPE, brown/documentary, letter size		
30	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, black		
31	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, Cyan		
32	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, magenta		
33	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, yellow		
34	15	Set	Epson Ink, 003, set (Cyan, Magenta, Yellow, Black)		
35	7	Piece	EPSON L15150, Maintenance Box		
36	30	Pack	ERASER, whiteboard		
37	32	Piece	EXPANDABLE PLASTIC ENVELOPE with handle (legal)		
38	20	Piece	Expanded Folder Long		
39	1	Pack	Expanding Long Envelope 100pcs per Box Kraft, Orange		
40	400	Piece	Folder Long (white, 16pts thick)		

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

Date: August 6, 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. 11-Aug-26

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
41	2	Pack	FOLDER, expandable/pressboard, plain, legal, 100's/box		
42	50	Piece	folder, expanding, kraft board, legal size, brown		
43	20	Pack	FOLDER, tagboard, legal, 100's/pack		
44	10	Pack	Folder, white, 14pts thickness, 100 pcs./pack		
45	20	Piece	GLUE, all purpose, nontoxic, 130g		
46	1	Piece	Ink for Brother DCP-T720DW, Black		
47	1	Piece	Ink for Brother DCP-T720DW, Cyan		
48	1	Piece	Ink for Brother DCP-T720DW, Magenta		
49	1	Piece	Ink for Brother DCP-T720DW, Yellow		
50	10	Unit	Ink, Brother, refill bt 5000, 48.8ml, cyan		
51	10	Pack	Ink, Brother, refill bt 5000, 48.8ml, magenta		
52	10	Pack	Ink, Brother, refill bt 5000, 48.8ml, yellow		
53	236	Piece	INK, Epson, 003, Black, 70 ml		
54	216	Piece	INK, Epson, 003, Cyan, 70 ml		
55	216	Piece	INK, Epson, 003, Magenta, 70 ml		
56	216	Piece	INK, Epson, 003, Yellow, 70 ml		
57	2	Set	INK, Epson, 101 (B,C,M,Y)		
58	12	Pack	INK, for Riso Risograph Duplicator Machine, Brand: Develop, Model:iNeo 225i		
59	5	Pack	INK, for Riso KZ30		
60	25	Piece	Ink, Refill, Brother, BT D60, BK (black)		
61	8	Piece	Laminating Film, A4, 125Micron		
62	2	Piece	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box		
63	4	Box	Magazine box file, single, 15.5" x 9.5" x 4.5"		
64	10	Box	Marker, highlighter, 3 assorted color/set		
65	100	Box	MARKING PEN, permanent, broad, black, branded		
66	35	Box	MARKING PEN, permanent, broad, blue, branded		
67	27	Piece	MARKING PEN, permanent, broad, red, branded		
68	10	Piece	Masking Tape		
69	2	Piece	Original Highlighter Pen Color Set Marker (4pcs/set)		
70	30	Pack	Paper Board, Vellum White, Legal, 180 gsm		
71	25	Pack	Paper Board, Vellum White, Letter, 180 gsm		
72	20	Ream	Paper Bond, A3, 500 sheets/ream		
73	140	Piece	PAPER FASTENER, for paper, plastic, 50 sets/box		
74	4	Ream	Paper, Vellum Board, 200gsm, legal size		
75	45	Piece	PENCIL, lead, w/eraser, 12's/box		
76	25	Piece	Photo paper, high gloss, good quality for inkjet printer, 20's per pack, A4 size		
77	15	Box	PUSH PIN, hammer head type, 100's/box		
78	2	Unit	PVC COVER, legal, 100's/pack		
79	3	Piece	RECORD BOOK, official, 150 pages		
80	5	Piece	RECORD BOOK, official, 300 pages		

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

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
81	78	Piece	RECORD BOOK, official, 500 pages		
82	10	Piece	RIBBON, black, S015632, for Epson LX-310		
83	5	Piece	Ring Binder (10mm, clear/black color)		
84	5	Piece	Ring Binder (12mm, clear/black color)		
85	5	Piece	Ring Binder (14mm, clear/black color)		
86	5	Piece	Ring Binder (8mm, clear/black color)		
87	5	Tube	RISO INK CV/UA		
88	2	Roll	RISOMASTER CV/BUUA		
89	42	Piece	SCISSORS, Big, Office Use, 6' Long		
90	8	Box	Sign Gel Pen (Black 0.5mm 12's)		
91	12	Piece	Sign Pen 0.7, black		
92	47	Piece	SIGN PEN, 0.5mm ball, black		
93	20	Piece	SIGN PEN, 0.5mm ball, blue		
94	31	Piece	SIGN PEN, 0.7mm, black		
95	30	Piece	SIGN PEN, 0.7mm, blue		
96	2	Piece	SIGN PEN, 0.7mm, Fine tip, blue		
97	5	Piece	SRAPLER, with remover, heavy duty, #35		
98	15	Piece	STAMP PAD, big, felt pad		
99	202	Box	STAPLE WIRE, #35		
100	50	Piece	STICKY NOTE, 3x3",Yellow, 100 sheets		
101	30	Piece	TAPE, double-sided, 1", 10 meters		
102	20	Piece	TAPE, double-sided, 1", 5 meters, with foam		
103	20	Piece	TAPE, double-sided, 2", 10 meters		
104	10	Piece	TAPE, duct, 2"x 10m, good quality, color: gray		
105	20	Piece	TAPE , masking, 1", 50 meters		
106	40	Piece	TAPE, packaging, 2", 50 meters, red		
107	10	Pack	TAPE, transparent, 2", 80 meters		
108	5	Box	THUMBTACKS, 100's/box		
109	5	Box	TONER CARTRIDGE, Develop Ineo 164		
110	5	Cartridge	TONER CARTRIDGE, Develop Toner TN116		
111	2	Piece	Worx Specialty / Board Certificate Paper Cream/A4 200gsm 65cm		
			For Occidental Cluster Office Use.		

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 OF OFFICE SUPPLIES OF PSU OCCIDENTAL CLUSTER 3

ABC: Php 934,975.50
Source of Fund: Fund-164 FY2026
Proponent: Procurement Office

TABLE OF CONTENTS

I INTRODUCTION

1.1 Background and Overview3

II LIST OF ITEMS.....3-5

III DELIVERY6

IV PAYMENT TERMS6

V WARRANTY6

VI OTHER CONDITIONS.....6

I. Background and Overview

The different colleges and offices of the University usually request supplies, materials, and equipment for their operational needs and submit approved Purchase Requests (PRs) to the Procurement Office for Consolidation.

As per IRR of RA-No.12009

Whereas, Section 40.1 All NGAs, GOCCs, GFIs, SUCs, and LGUs shall procure CSE only from the PS-DBM, subject to its availability.

Whereas, Section 40.2 Procuring Entities are authorized to procure the CSE from other sources in any of the following instances:

- a) If the CSE is unavailable due to zero inventory, in which case the Procuring Entity shall secure a Certificate of Non-Availability of Stocks by downloading from the PhilGEPS Electronic Catalogue;
- b) If the technical specifications of the CSE are not sufficient to meet the Procuring Entity's specific needs and requirements, in which case the PE shall secure a complete list of technical specifications of all CSE items by downloading from the PhilGEPS Electronic Catalogue;
- c) If the available stock of the CSE is not sufficient to meet the required quantity of the Procuring Entity, in which case the Procuring Entity shall generate and download the current Stock Position Report from the PhilGEPS Electronic Catalogue showing the available stock at the specific time and date of access; and d) When the BAC, upon recommendation of the End-User or Implementing Unit, has resolved that the procurement from other sources is for reasons of efficiency, practicality, or economic viability.

II. OFFICE SUPPLIES - ABC Php 934,975.50

No.	Item Description	Qty	Unit
1	Acetate Film for Binding Cover (A4, clear)	20	Piece
2	Acetate Film for binding Cover (Long, clear	20	Piece
3	ACETATE, gauge 33, 50m in length	1	Pack
4	AIR FRESHENER, 320mL, crisp apple	10	Pack
5	BALLPEN, Ball Point Pen, Black	743	Piece
6	BALLPEN, Ball Point Pen, Blue	121	Box
7	BALLPEN, Ball Point Pen, Red	82	Piece
8	Ballpen, black, 0.5mm @12 pcs/box	11	Box
9	BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack	305	pack
10	BOARD, specialty, legal, 200gsm, white, vellum, 10 sheets/pack.	35	Pack
11	Bond paper Folio (Long) 80GSM (5 ream/box)	205	Ream
12	Bond Paper, Letter, 80gsm, 500 sheets/ream	153	Ream
13	BOND PAPER, Short, 80gsm, 500sheets/ream	100	reams
14	Brother BTD100C, Black refill Ink Bottle	5	Pack
15	Brother BTD100C, Cyan refill Ink Bottle	5	Pack
16	Brother BTD100C, magenta refill Ink Bottle	5	Piece
17	Brother BTD100C, Yellow refill Ink Bottle	5	Piece
18	BROWN PAPER BAG, 7 inches x 3.5 inches x 2.25 inches, 100 pcs/pack	10	Pack
19	Cannon Ink 005	20	Piece
20	certificate holder, A4 size	160	Piece
21	Cork Board 4' x 8'	4	Piece
22	CORRECTION TAPE, 5mm x 6m	308	Piece
23	DATA FILING BOX, with cover, legal size	5	Pack
24	DATA FOLDER, w/ finger ring, (3 x 9 x 15)	60	Pack

25	Design Suspension Folder, Compatible to Short and Long and Hanging File Folder Frame (Green, Blue, Yellow, Red) 25Pcs/Box	4	Piece
26	DETERGENT LIQUID, 1L.	4	Piece
27	Envelope, brown, long	20	Piece
28	ENVELOPE, brown/documentary, legal size	200	Piece
29	ENVELOPE, brown/documentary, letter size	100	Piece
30	Epson Ink 008 (L15150) DURABrite ET INK, black	5	Bottle
31	Epson Ink 008 (L15150) DURABrite ET INK, Cyan	5	Bottle
32	Epson Ink 008 (L15150) DURABrite ET INK, magenta	5	Bottle
33	Epson Ink 008 (L15150) DURABrite ET INK, yellow	5	Bottle
34	Epson Ink, 003, set (Cyan, Magenta, Yellow, Black)	15	Set
35	EPSON L15150, Maintenance Box	7	Piece
36	ERASER, whiteboard	30	Pack
37	EXPANDABLE PLASTIC ENVELOPE with handle (legal)	32	Piece
38	Expanded Folder Long	20	Piece
39	Expanding Long Envelope 100pcs per Box Kraft, Orange	1	Pack
40	Folder Long (white, 16pts thick)	400	Piece
41	FOLDER, expandable/pressboard, plain, legal, 100's/box	2	Pack
42	folder, expanding, kraft board, legal size, brown	50	Piece
43	FOLDER, tagboard, legal, 100's/pack	20	Pack
44	Folder, white, 14pts thickness, 100 pcs./pack	10	Pack
45	GLUE, all purpose, nontoxic, 130g	20	Piece
46	Ink for Brother DCP-T720DW, Black	1	Box
47	Ink for Brother DCP-T720DW, Cyan	1	Piece
48	Ink for Brother DCP-T720DW, Magenta	1	Piece
49	Ink for Brother DCP-T720DW, Yellow	1	Piece
50	Ink, Brother, refill bt 5000, 48.8ml, cyan	10	Unit
51	Ink, Brother, refill bt 5000, 48.8ml, magenta	10	Pack
52	Ink, Brother, refill bt 5000, 48.8ml, yellow	10	Pack
53	INK, Epson, 003, Black, 70 ml	236	Piece
54	INK, Epson, 003, Cyan, 70 ml	216	Piece
55	INK, Epson, 003, Magenta, 70 ml	216	Piece
56	INK, Epson, 003, Yellow, 70 ml	216	Piece
57	INK, Epson, 101 (B,C,M,Y)	2	Set
58	INK, for Riso Risograph Duplicator Machine, Brand: Develop, Model:iNeo 225i	12	Pack
59	INK, for Riso KZ30	5	Pack
60	Ink, Refill, Brother, BT D60, BK (black)	25	Piece
61	Laminating Film, A4, 125Micron	8	Piece
62	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box	2	Piece
63	Magazine box file, single, 15.5" x 9.5" x 4.5"	4	Box
64	Marker, highlighter, 3 assorted color/set	10	Box
65	MARKING PEN, permanent, broad, black, branded	100	Box
66	MARKING PEN, permanent, broad, blue, branded	35	Box
67	MARKING PEN, permanent, broad, red, branded	27	Piece
68	Masking Tape	10	Piece

69	Original Highlighter Pen Color Set Marker (4pcs/set)	2	Piece
70	Paper Board, Vellum White, Legal, 180 gsm	30	Piece
71	Paper Board, Vellum White, Letter, 180 gsm	25	Piece
72	Paper Bond, A3, 500 sheets/ream	20	Roll
73	PAPER FASTENER, for paper, plastic, 50 sets/box	140	Piece
74	Paper, Vellum Board, 200gsm, legal size	4	Ream
75	PENCIL, lead, w/eraser, 12's/box	45	Piece
76	Photo paper, high gloss, good quality for inkjet printer, 20's per pack, A4 size	25	Piece
77	PUSH PIN, hammer head type, 100's/box	15	Box
78	PVC COVER, legal, 100's/pack	2	Unit
79	RECORD BOOK, official, 150 pages	3	Piece
80	RECORD BOOK, official, 300 pages	5	Box
81	RECORD BOOK, official, 500 pages	78	Piece
82	RIBBON, black, S015632, for Epson LX-310	10	Piece
83	Ring Binder (10mm, clear/black color)	5	Piece
84	Ring Binder (12mm, clear/black color)	5	Piece
85	Ring Binder (14mm, clear/black color)	5	Piece
86	Ring Binder (8mm, clear/black color)	5	Piece
87	RISO INK CV/UA	5	Tube
88	RISOMASTER CV/BUUA	2	Roll
89	SCISSORS, Big, Office Use, 6' Long	42	Piece
90	Sign Gel Pen (Black 0.5mm 12's)	8	Box
91	Sign Pen 0.7, black	12	Piece
92	SIGN PEN, 0.5mm ball, black	47	Piece
93	SIGN PEN, 0.5mm ball, blue	20	Piece
94	SIGN PEN, 0.7mm, black	31	Box
95	SIGN PEN, 0.7mm, blue	30	Box
96	SIGN PEN, 0.7mm, Fine tip, blue	2	Piece
97	SRAPLER, with remover, heavy duty, #35	5	piece
98	STAMP PAD, big, felt pad	15	Piece
99	STAPLE WIRE, #35	202	Bottle
100	STICKY NOTE, 3x3", Yellow, 100 sheets	50	Piece
101	TAPE, double-sided, 1", 10 meters	30	Piece
102	TAPE, double-sided, 1", 5 meters, with foam	20	Piece
103	TAPE, double-sided, 2", 10 meters	20	Pack
104	TAPE, duct, 2"x 10m, good quality, color: gray	10	Piece
105	TAPE, masking, 1", 50 meters	20	Piece
106	TAPE, packaging, 2", 50 meters, red	40	Piece
107	TAPE, transparent, 2", 80 meters	10	Pack
108	THUMBTACKS, 100's/box	5	Box
109	TONER CARTRIDGE, Develop Ineo 164	5	Box
110	TONER CARTRIDGE, Develop Toner TN116	5	Cartridge
111	Worx Specialty / Board Certificate Paper Cream/A4 200gsm 65cm	2	Piece

III. DELIVERY

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

IV. PAYMENT TERMS

The supplier shall be paid upon complete delivery and final acceptance of the project, required Expanded Withholding Tax (EWT) of one percent (1%) and Creditable Withholding VAT (CWV) of five percent (5%) in case of Semi-Expendables items one percent (1%) retention in the total contract price of the project will be applied and shall be claim after one (1) year

V. WARRANTY

(1) year warranty shall be provided by the winning bidder in case of (semi-expendable equipment) shall cover all parts, components and after-sales services after inspection and acceptance by the Procuring Entity

VI. OTHER CONDITIONS

The procurement is per lot basis, however the bid price per item should not exceed fifty thousand (50,000.00) above

Prepared by:


NORABEL A. SARSALE
Buyer I, Occidental Cluster

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