



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13192402
Procuring Entity PALAWAN STATE UNIVERSITY
Title PROCUREMENT, DELIVERY, AND AFTER-SALES SERVICES OF SEMI-EXPENDABLE FURNITURE AND FIXTURES FOR PSU-MAIN CAMPUS
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-039	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	0
Category:	Furniture	Date Published	13/08/2026
Approved Budget for the Contract:	PHP 465,745.00	Last Updated / Time	13/08/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	17/08/2026 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 12/08/2026

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LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	2	Unit	Book Shelves		
			Dimensions: 4 ft (H) × 8 ft (W)		
			Horizontal Partition: With horizontal mid-partition at 2 ft intervals		
			Vertical Partition: With vertical partition every 2 ft		
			Caster Wheels: 8 Heavy-Duty Caster Wheels at the bottom, spaced at 2 ft intervals along the edges of each side		
			Material: 18 mm Marine Plywood		
2	2	Unit	Book Shelves		
			Shelving: 6 Adjustable Shelves		
			Material/Finish: All-Metal Finish		
			Material Gauge: Gauge 20		
			Dimensions (H × L × D): 210 cm × 120 cm × 60 cm		
3	4	Unit	Book Shelves		
			Material: Metal		
			Shelving: 5-Layer		
4	4	Unit	Clerical Chair		
			Armrest: Without Armrest		
			Height Adjustment: With Gas Lift		
			Upholstery: Customized Fabric		
5	6	Unit	Executive Chair		
			Terms of Specifications / Details:		
			Upholstery: Leather		
			Base: Chrome Base		
			Adjustment: Gas Lift		
			Design: High Back		
			Armrest: With Arm Rest		
			Quality: Good Quality		
6	4	Piece	Monobloc Chair		
			Armrest: Without Armrest		
			Color: Beige		
			Quality: Good Quality		
7	5	Unit	Gang Chair		
			Seating Capacity: 4-Seater		
			Material: Steel with Chrome Accent		
			Construction: Heavy-Duty		
8	2	Unit	Filing Cabinet		
			Type: Lateral Type		
			Drawers: 4 Drawers		
			Material: Steel		
			Lock: With Lock		
			Dimensions (W × D × H): At least 90 × 45 × 138 cm		
			Color: Beige		
			Material Gauge: Gauge 22		
9	6	Unit	Filing Cabinet		
			Type/Material: Steel, Gauge 20		
			Drawers: 4 Drawers		
			Lock: With Lock		
			Color: Gray		
10	1	Piece	Folding Table		
11	2	Unit	Office Table		
			Top: With Glass Top		
			Drawers: 2 Drawers at Right Side, 1 Drawer at Center		
			Handle: With Drawer Handle		
			Material: Wood, Good Quality		
			Dimension: Length 95 cm		

Date: August 13, 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. 18 Aug 26

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
12	1	Unit	Stainless Cabinet		
			Front: With Glass		
			Material: Stainless Steel		
			Compartments: Cabinet Type		
13	2	Unit	Stainless table		
			Material: Stainless Steel		
			Dimension: 2 ft x 3 ft		
			For 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, DELIVERY AND AFTER SALES SERVICES OF SEMI-EXPENDABLE FURNITURE & FIXTURES FOR
PSU-MAIN CAMPUS**

ABC: Php 465,745.00

Source of Fund: Fund-101 FY2026

Proponent: Procurement Office

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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:

- 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;
- 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;
- 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. SEMI-EXPENDABLE FURNITURE & FIXTURES - ABC Php 465,745.00

No.	Item Description	Qty	Unit
1	Book Shelves, 4ft(H) 8ft (W), with horizontal mid partition at 2ft interval, vertical partition every 2ft, with 8 heavy duty caster wheels at the bottom spread at 2ft interval on edge of each sides, made from 18mm marine plywood FRONT VIEW SIDE VIEW REAR VIEW NOTES: - All panels are 18mm thick. - Casters are mounted on the bottom panel on edge at 2ft interval. SPECIFICATIONS: - Overall Size: 4ft (H) x 8ft (W) x 18 1/2in (D) 1220mm H x 2440mm W x 467mm D - Shelf Height (Each): 2ft (610mm) - Vertical Partition Every: 2ft (610mm) - Casters: 8 Heavy Duty Caster Wheels 2ft / 610mm interval on edge of each sides - Material: 18mm Marine Plywood - Finish: Sanded Smooth Ready for Finish/Paint MATERIAL: 18mm Marine Plywood (All Panels)	2	Unit

2	Book Shelves, 6 Adjustable shelving, 7 including top, Powder Coated, All Metal finish, Gauge 20, (H210cm x L120 x D60) 	2	Unit
3	Book Shelves, metal 5-layers 	4	Unit
4	CHAIR, clerical, without armrest, with gas lift, customize fabric 	4	Unit

CHAIR, executive, leather, chrome base, gas lift, with arm rest, high back, good quality



5

6

Unit

CHAIR, monobloc, without armrest, beige, good quality



6

4

Piece

CHAIR, gang, 4-seaters, made of steel with chrome accent, heavy duty



7

5

Unit

FILING CABINET, lateral type, 4 drawers, steel, with lock, dimension: at least 90Wx45Dx138H cm, color: beige, gauge 22

8



2

Unit

FILING CABINET, Steel Type Gauge 20, 4 Drawers with lock, Color Gray

9



6

Unit

Folding table

10



1

Piece

Office Table with top glass, 2 drawers at right side, 1 drawer at the center, with drawer handle, wood, good quality, length: 95cm

11

OFFICE TABLE
Elegant Design | Premium Quality | Built to Last

A functional and stylish office table crafted from high-quality wood with a durable glass top, perfect for a professional workspace.

FEATURES

- TEMPERED GLASS TOP**
Smooth clear tempered glass provides a sleek look, scratch resistance, and easy cleaning.
- SMOOTH DRAWER HANDLES**
Sturdy silver handles for easy grip and a modern professional appearance.
- SPACIOUS DRAWERS**
Two side drawers and one center drawer for organized storage of office essentials.
- LOCKABLE DRAWERS**
Side drawers are equipped with a lock for added security and peace of mind.
- PREMIUM WOOD FINISH**
High-quality wood construction with a rich finish for durability and elegance.

DIMENSIONS

95 cm (Length) x 60 cm (Depth) x 75 cm (Height)

SPECIFICATIONS

Product Type	Office Table
Material	Wood with Glass Top
Top Material	8mm Tempered Glass
Drawers	2 Drawers (Right Side) + 1 Center Drawer
Handles	Stainless Steel Handles
Color	Walnut
Overall Size (L x D x H)	95 cm x 60 cm x 75 cm
Weight Capacity	Up to 50 kg (Table Top)
Assembly	Pre-assembled (Minor Setup Required)

Labels: Durable • Functional • Elegant • Perfect for Offices & Workspaces

2

Unit

Stainless Cabinet with Glass

12

STAINLESS STEEL GLASS CABINET
DURABLE • ELEGANT • SECURE • FUNCTIONAL

Heavy-duty stainless steel cabinet with tempered glass doors, ideal for office, lab, pharmacy, hospital, and institutional use.

FEATURES

- PREMIUM STAINLESS STEEL**
Made of high-quality stainless steel (Grade 304) for superior strength, corrosion resistance, and long-lasting performance.
- TEMPERED GLASS DOORS**
Clear tempered glass doors offer excellent visibility and added durability.
- ADJUSTABLE SHELVES**
4 adjustable shelves provide flexible storage to suit various needs.
- SECURE LOCK SYSTEM**
Equipped with a cylinder lock and 2 keys to keep your items safe and secure.
- EASY TO CLEAN**
Smooth stainless steel surfaces are easy to clean and maintain, meeting rigorous lab & professional requirements.

IDEAL FOR:

- Offices
- Chemicals & Reagents
- Laboratories
- Pharmacies
- Hospitals
- Institutions

SPECIFICATIONS

Material	Stainless Steel (Grade 304)
Door Type	Tempered Glass Doors
Shelf Type	Adjustable Shelves
No. of Shelves	4 Adjustable Shelves
Lock	1x Cylinder Lock
Key Included	2 Keys
Height	180 cm (Standard)
Overall Dimensions	60 cm (W) x 40 cm (D) x 180 cm (H)
Application	Office, Lab, Pharmacy, Hospital, Institutional

Labels: Durable & Corrosion Resistant • Lockable & Secure • Easy to Clean • Heavy Duty Construction • Long-Lasting Performance

1

Unit

Stainless Table, 2 ft x 3 ft

13

STAINLESS STEEL TABLE 2 FT X 3 FT
DURABLE • HYGIENIC • STURDY • PROFESSIONAL

High-quality stainless steel table designed for commercial, industrial, and institutional use. Built for strength, durability, and easy cleaning.

FEATURES

- PREMIUM STAINLESS STEEL**
Made of high-quality stainless steel (Grade 304) for superior strength, corrosion resistance, and long-lasting performance.
- HYGIENIC & EASY TO CLEAN**
Smooth stainless steel surfaces resist stains and are easy to clean and sanitize.
- HEAVY DUTY & STURDY**
Strong metal top and sturdy legs with adjustable casters for stability and easy movement.
- CONVENIENT LOWER SHELF**
Provides extra storage for tools, supplies, and equipment.
- ADJUSTABLE FEET**
Adjustable leveling feet for better stability on uneven surfaces.
- EASY ASSEMBLY**
Simple to assemble with included hardware and instructions.

DIMENSIONS

2 FT (61 cm) x 3 FT (91 cm) x 28 in (71 cm) Height

SPECIFICATIONS

Product Type	Stainless Steel Table
Overall Size	2 FT x 3 FT (61 cm x 91 cm)
Height	28 in (71 cm)
Top Material	304 Stainless Steel
Frame	Stainless Steel (20-gauge)
Lower Shelf	Yes
Wheels with Feet	Yes (2 Locking Casters)
Load Capacity	Up to 200 kg (440 lbs)
Assembly	Easy to Assemble with Included Hardware and Instructions

Labels: Durable & Corrosion Resistant • Hygienic & Easy to Clean • Heavy Duty Construction • Easy to Assemble • Long-Lasting Performance

2

Unit

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:


LILYBETH JOY MAE A. CUYO
Procurement Officer

INSTRUCTIONS FOR ACCOMPLISHING THE PRICE QUOTATION FORM

If you wish to submit a quotation, please complete the **Price Quotation Form** properly and make sure that all required information is provided.

INFORMATION TO BE PROVIDED

Please fill in the following:

1. Price of each item/service
2. Total Quotation Amount
3. Name of the person submitting the quotation
4. Signature
5. Contact Number
6. Email Address
7. Company Name and Address

DOCUMENTS TO SUBMIT

Please include the following:

- Completed and signed Price Quotation Form
- Required company legal documents

HOW TO SUBMIT

Please send the scanned Price Quotation Form and required documents to:

 upo@psu.palawan.edu.ph

Please submit your quotation **on or before the specified deadline**.

IMPORTANT REMINDERS

- **Make sure all information is complete, correct, and readable.**
- Indicate the price for each item/service.
- Make sure the form is signed.
- Attach all required documents.
- Incomplete submissions may not be considered.