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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	13212424
Procuring Entity	PALAWAN STATE UNIVERSITY
Title	PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES FOR STUDENT GOVERNMENT OFFICES AND CAMPUSES OF DEL SUR CLUSTER
Area of Delivery	Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-041
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)
Classification:	Goods
Category:	Office Supplies and Devices
Approved Budget for the Contract:	PHP 497,020.00
Delivery Period:	30 Day/s
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

Status	Active
Associated Components	3
Bid Supplements	0
Document Request List	2
Date Published	26/08/2026
Last Updated / Time	26/08/2026 00:00 AM
Closing Date / Time	31/08/2026 17:00 PM

Description

Please see attached documents.

Created by	LILYBETH JOY MAE AGUM CUYO
Date Created	25/08/2026

Transaction No. 8045

Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

Date: August 26, 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. August 31, 2026

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	**Qty.**	**Unit**	**Description of Articles**	**Unit Price**	**Total Amount**
1	27	Box	BALLPEN, Ball Point Pen, Black		
2	27	Box	BALLPEN, Ball Point Pen, Blue		
3	27	Box	BALLPEN, Ball Point Pen, Red		
4	57	Piece	CORRECTION TAPE, Premium 20m		
5	20	Pack	ENVELOPE, mailing, white, 70gsm (50pcs/pack)		
6	14	Box	FOLDER, expandable/pressboard, GREEN, plain, legal, 100's/box		
7	33	Box	FOLDER, white, legal size, 14 pts, 100 pcs/box.		
8	10	Piece	Master CV B4 UA RIC-S-7240UA		
9	10	Piece	INK, CV Black RIC-S-7220UA		
10	23	Box	PAPER FASTENER, for paper, plastic, 50 sets/box		
11	24	Bottle	INK, Whiteboard Marker, Black		
12	13	Bottle	INK, Stamp Pad, Black		
13	95	Bottle	INK, Printer - Black		
14	95	Bottle	INK, Printer - Cyan		
15	95	Bottle	INK, Printer - Magenta		
16	95	Bottle	INK, Printer - Yellow		
17	39	Piece	TAPE, double-sided, 1", 10 meters		
18	24	Bottle	GLUE, All (130g)		
19	121	Box	BOND PAPER, Short, 80gsm, 500sheets (5 ream per box)		
20	12	Piece	PAPER CUTTER, Manual, (A4, Short, Long)		
21	200	Ream	Mimeo Paper		
22	25	Piece	FILE ORGANIZER, 3-4 Column		
			PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES FOR STUDENT GOVERNMENT OFFICES AND CAMPUSES OF DEL SUR CLUSTER		

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 OFFICE SUPPLIES FOR STUDENT GOVERNMENT OFFICES AND CAMPUSES OF DEL SUR CLUSTER

ABC: Php 497,020.00
Source of Fund: 164
Proponent: Procurement Office

TABLE OF CONTENTS

PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES FOR STUDENT GOVERNMENT OFFICES AND CAMPUSES OF DEL SUR CLUSTER

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. LIST OF ITEMS

	PSU DEL SUR CLUSTER			
Item #	**Per Office Item #**	**Particulars/Specifications**	**Unit of Measure**	**Total Quantity**
1	1	BALLPEN, Ball Point Pen, Black	Box	**27**
2	2	BALLPEN, Ball Point Pen, Blue	Box	**27**
3	3	BALLPEN, Ball Point Pen, Red	Box	**27**
4	4	CORRECTION TAPE, Premium 20m	Piece	**57**
5	5	ENVELOPE, mailing, white, 70gsm (50pcs/pack)	Pack	**20**
6	6	FOLDER, expandable/pressboard, GREEN, plain, legal, 100's/box	Box	**14**
7	7	FOLDER, white, legal size, 14 pts, 100 pcs/box.	Box	**33**
8	8	Master CV B4 UA RIC-S-7240UA	Piece	**10**
9	9	INK, CV Black RIC-S-7220UA	Piece	**10**
10	10	PAPER FASTENER, for paper, plastic, 50 sets/box	Box	**23**
11	11	INK, Whiteboard Marker, Black	Bottle	**24**
12	12	INK, Stamp Pad, Black	Bottle	**13**
13	13	INK, Printer - Black	Bottle	**95**

14	14	INK, Printer - Cyan	Bottle	**95**
15	15	INK, Printer - Magenta	Bottle	**95**
16	16	INK, Printer - Yellow	Bottle	**95**
17	17	TAPE, double-sided, 1", 10 meters	Piece	**39**
18	18	GLUE, All Purpose (130g)	Bottle	**24**
19	19	BOND PAPER, Short, 80gsm, 500sheets (5 ream per box)	Box	**121**
20	20	PAPER CUTTER, Manual, (A4, Short, Long)	Piece	**12**
21	21	Mimeo Paper	Ream	**200**
22	22	FILE ORGANIZER, 3-4 Column	Piece	**25**

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 22	PSU DEL SUR CLUSTER – BATARAZA

IV. PAYMENT TERMS

For the Procurement and Delivery of Office Supplies for Student Government Office and Campuses of Del Sur Cluster, 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.

VI. OTHERS CONDITIONS

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

Prepared by:

ZUSMITA MAY S. HASSAN
Procurement Officer, Del Sur Cluster