



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

13219090

Procuring Entity

PALAWAN STATE UNIVERSITY

Title

PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES FOR PALAWANSU ORIENTAL CLUSTER CAMPUSES

Area of Delivery

Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-043	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	6
Category:	Office Supplies and Devices	Date Published	01/09/2026
Approved Budget for the Contract:	PHP 721,205.34	Last Updated / Time	01/09/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	04/09/2026 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 FILES			

Created by

LILYBETH JOY MAE AGUM CUYO

Date Created

29/08/2026

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LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	20	Piece	Acetate Film for binding Cover (Long, clear		
2	5	Pack	ACETATE, PVC Type, Long, (100pcs)		
3	5	Pack	ACETATE, PVC Type,A4, (100pcs)		
4	10	Pack	ACETATE, PVC Type,Letter, (100pcs)		
5	4	Box	Ballpen (Gel Pen) - Black		
6	2	Box	Ballpen (Gel Pen) - Red		
7	61	Piece	BALLPEN, Ball Point Pen (RED)		
8	361	Piece	BALLPEN, Ball Point Pen, Black		
9	50	Piece	BALLPEN, Ball Point Pen, Black (0.5)		
10	80	Piece	BALLPEN, Ball Point Pen, Blue		
11	6	Piece	BALLPEN, Ball Point Pen, Blue (0.5)		
12	10	Box	BALLPEN, Ball Point Pen, Red (0.5)		
13	10	Box	Binder clip Large		
14	10	Box	Binder clip Medium		
15	9	Box	Binder Clips, 32mm (1 1/4")		
16	9	Box	Binder Clips, 51mm (2")		
17	53	Ream	Bond Paper, Letter, 80gsm, 500 sheets/ream		
18	3	Unit	Calculator, 12 digits, dual power supply portable calculator (JEC-2142)		
19	10	Piece	Elmers glue		
20	30	Bottle	Elmer's Glue, White, 250ml		
21	150	Piece	Envelope brown, documentary, legal size		
22	339	Piece	ENVELOPE, brown/documentary, legal size		
23	70	Piece	ENVELOPE, brown/documentary, letter size		
24	1030	Piece	ENVELOPE, expanding, kraft board, legal size		
25	100	Piece	Expanded Folder Long		
26	4	Piece	Filing Box		
27	5	Set	Filing Tray, 4 layers		
28	40	Piece	Folder Long (white, 16pts thick)		
29	40	Pack	Folder Long (white, 16pts thick)		
30	2	Box	FOLDER, expandable/pressboard, GREEN, plain, legal, 100's/box		
31	5	Box	FOLDER, expandable/pressboard, plain, legal size		
32	220	Piece	FOLDER, expanding, kraft board, legal size		
33	25	Pack	FOLDER, morocco, fancy, legal size		
34	20	Box	FOLDER, White, Legal Size, 100pcs/box		
35	10	Box	FOLDER, White, Legal size, 14pts, 100pcs/box		
36	1	Piece	HDMI Cable, 1.4v Braided, Heavy duty, 5 meters		
37	17	Bottle	INK (Epson L3210, T6641, Black) 70ml		
38	5	Bottle	Ink EPSON 664 Black		
39	2	Bottle	Ink EPSON 664 Cyan		
40	2	Bottle	Ink EPSON 664 Magenta		

Date: September 1, 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. 4-Sep-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	Bottle	Ink EPSON 664 Yellow		
42	3	Bottle	Ink Epson Black 008		
43	3	Bottle	Ink Epson Cyan 008		
44	15	Bottle	Ink Epson Magenta (003)		
45	3	Bottle	Ink Epson Magenta 008		
46	3	Bottle	Ink Epson Yellow 008		
47	15	Bottle	Ink for Epson printer, 003 Cyan		
48	4	Bottle	Ink for inkpad (Purple)		
49	43	Bottle	INK, Brother Black (BTD60BK)		
50	30	Bottle	INK, Brother BT5000B		
51	6	Bottle	INK, Brother BT5000C		
52	13	Bottle	INK, Brother BT5000M		
53	23	Bottle	INK, Brother BT5000Y		
54	16	Bottle	INK, Brother BTD60 C		
55	16	Bottle	INK, Brother BTD60 M		
56	16	Bottle	INK, Brother BTD60 Y		
57	51	Bottle	INK, Brother BTD60BK.		
58	5	Bottle	INK, Brother CYAN (BT500C)		
59	5	Bottle	INK, Brother Magenta (BT500M)		
60	7	Bottle	INK, Brother Yellow (BT500Y)		
61	13	Bottle	INK, EPSON Yellow #008 70ml, ecotank		
62	22	Bottle	INK, EPSON Black #008 70ml, ecotank		
63	11	Bottle	INK, EPSON Magenta #008 70ml, ecotank		
64	10	Bottle	Ink, Epson 003, black 65ml		
65	8	Bottle	INK, EPSON Cyan #003 ecotank,		
66	8	Bottle	INK, EPSON Magenta #003 ecotank		
67	33	Bottle	INK, Epson T6641, black, 70mL		
68	6	Bottle	INK, Epson T6641, C, 70mL		
69	6	Bottle	INK, Epson T6641, M, 70mL		
70	6	Bottle	INK, Epson T6641, Y, 70mL		
71	18	Bottle	INK, Epson T6642, C, 70mL		
72	23	Bottle	INK, Epson T6643, B, 70mL		
73	6	Bottle	INK, Epson T6643, C, 70mL		
74	3	Bottle	INK, Epson T6643, M, 70mL		
75	15	Bottle	INK, Epson T6643, magenta, 70mL		
76	6	Bottle	INK, Epson T6643, Y, 70mL		
77	18	Bottle	INK, Epson T6644, B, 70mL		
78	6	Bottle	INK, Epson T6644, C, 70mL		
79	6	Bottle	INK, Epson T6644, M, 70mL		
80	18	Bottle	INK, Epson T6644, Y, 70mL		

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
81	8	Bottle	INK, EPSON Yellow #003 ecotank		
82	38	Bottle	INK, Epson, 003, Black, 70 ml		
83	15	Bottle	INK, Epson, 003, Yellow 70 ml		
84	10	Bottle	INK, marking pen, whiteboard, 30mL, black		
85	6	Box	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box		
86	6	Set	Marker, highlighter, 3 assorted color/set		
87	10	Piece	Marker, permanent, board, black		
88	4	Box	MARKER, whiteboard, black		
89	50	Piece	MARKING PEN, whiteboard, black, branded		
90	10	Piece	MARKING PEN, whiteboard, blue, branded		
91	10	Piece	MARKING PEN, whiteboard, red, branded		
92	2	Roll	Master RISO SF5130		
93	2	Roll	Master, Develop Ineo 165e		
94	3	Piece	Mousepad		
95	25	Pad	PAGE MARKER/TABBINGS, white		
96	5	Box	Paper Clip (33mm)		
97	5	Box	Paper Clip (50mm)		
98	22	Piece	Paper Clip (big)		
99	24	Piece	Paper Clip (small)		
100	100	Ream	PAPER, bond, 80 gsm, Letter, 500 sheets/ream		
101	110	Pack	PAPER, specialty, legal, 120gsm, 10 sheets/pack, whit		
102	4	Ream	Paper, Vellum Board, 200gsm, legal size		
103	2	Box	Pencil (Mongol 2)		
104	20	Pack	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack, A4 size		
105	4	Bottle	Pilot permanent Ink (Black)		
106	10	Piece	Pilot permanent marker (Black)		
107	10	Piece	Plastic Ring Binder (6 MM 1/4" 30 sheets)		
108	2	Piece	PUNCHER, heavy duty, 2-hole		
109	5	Piece	Record Book (300pages)		
110	30	Piece	RECORD BOOK, official, 150 pages		
111	11	Piece	RECORD BOOK, official, 300 pages		
112	8	Cartridge	RIBBON, black, S015632, for Epson LX-310		
113	28	Piece	Ring binder, 1/4 x 44, spine, plastic, black		
114	8	Piece	RING BINDER, spine, 2 x 44, plastic, black		
115	10	Piece	RING BINDER, spine, 3/4 x 44, plastic, black		
116	32	Piece	RING BINDER, spine, 5/8 x 44, plastic, black		
117	8	Piece	RING BINDER, spine. 1/2 x 44, plastic black		
118	3	Piece	Ruler		
119	11	Piece	Scissor		
120	50	Piece	SIGN PEN, 0.5mm ball, red		

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
121	80	Pack	Special Paper, Long, White.		
122	20	Box	Staple Wire No.35		
123	42	Box	STAPLE WIRE, #35		
124	4	Piece	Stapler, #35, 20 sheets, full strip with built in remover and wire		
125	5	Piece	Stapler, with remover, heavy duty #35		
126	12	Pack	Sticker Paper, white, A4, 10 labels per sheet		
127	12	Piece	Sticky note		
128	10	Roll	TAPE, double-sided, 1", 10 meters		
129	37	Roll	TAPE, double-sided, 1", 5 meters, with foam		
130	3	Roll	Tape, Floor/Court Marking Tapes 2", 33 meters		
131	36	Roll	TAPE, masking, 2", 50 meters		
132	64	Roll	TAPE, packaging 2", 80 meters		
133	16	Roll	TAPE, transparent, 1", 30 meters		
134	10	Roll	TAPE, transparent, 2", 80 meters		
135	2	Unit	Toner RISO SF5130 Ink Black (1000mL)		
136	3	Piece	TONER KIT KYOCERA K-TK1175(12K), Ink		
137	2	Roll	TONER, Develop Ineo 165e		
138	11	Piece	Trodat 4911 Personalized Self-inking Stamp with Name Custom Rubber 38mm x 14mm		

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 SPECIFICATION (TOS)

For the Project

**PROCUREMENT AND DELIVERY OF OFFICE SUPPLIES
FOR PALAWANSU ORIENTAL CLUSTER CAMPUSES
ABC: Php 721,205.34**

Source of Fund: 164, FY 2026
Proponent: PSU Oriental Cluster

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I. Background and Overview

The different colleges and offices of the University regularly submit duly approved Purchase Requests (PRs) for supplies, materials, and equipment necessary for their day-to-day operations and the effective discharge of their respective functions. Upon approval by the appropriate authorities, these PRs are forwarded to the Procurement Office for processing in accordance with the provisions of Republic Act No. 12009, otherwise known as the New Government Procurement Act (NGPA), and its Implementing Rules and Regulations (IRR).

Pursuant to Section 40 of the IRR of Republic Act No. 12009, Common-Use Supplies and Equipment (CSE) included in the PhilGEPS Electronic Catalogue shall be procured through the DBM-Procurement Service (DBM-PS) using the PhilGEPS Electronic Marketplace (eMarketplace). For requested items that are not available through the DBM-PS eMarketplace or are classified as Non-Common-Use Supplies and Equipment (Non-CSE), the Procuring Entity shall adopt the appropriate procurement modality authorized under Republic Act No. 12009 and its IRR.

Accordingly, the BAC directed the Procurement Office to consolidate the approved procurement requirements, prepare the necessary procurement documents, and undertake the procurement proceedings through Small Value Procurement in accordance with Republic Act No. 12009 and its IRR.

II. CONSOLIDATED OFFICE SUPPLIES FOR PSU ORIENTAL CLUSTER CAMPUSES
ABC- PHP Php 721,205.34

Item No.	Particulars/Specifications	Unit of Measure	PR No.	Division/Col							Total Quantity
				CCRD- Araceli(f)	CCRD ROXAS (f)	CCRD-San Vicente(f)	CCRD ARACELI (NF)	CCRD ROXAS(NF)	CCRD DUUMARAN (NF)	CCRD ORIENTAL CLUSTER(NF)	
1	Acetate Film for binding Cover (Long, clear	Piece	2026-08-889A							20	20
2	ACETATE, PVC Type, Long, (100pcs)	Pack	2026-07-887			5					5
3	ACETATE, PVC Type,A4, (100pcs)	Pack	2026-07-887			5					5
4	ACETATE, PVC Type,Letter, (100pcs)	Pack	2026-07-887			10					10
5	Ballpen (Gel Pen) - Black	Box	2026-08-889A								4
6	Ballpen (Gel Pen) - Red	Box	2026-08-889A								2
7	BALLPEN, Ball Point Pen (RED)	Piece	2026-07-887			21			40		61
8	BALLPEN, Ball Point Pen, Black	Piece	2026-07-879	10		160		31	100	60	361
9	BALLPEN, Ball Point Pen, Black (0.5)	...	2026-07-887			50					50
10	BALLPEN, Ball Point Pen, Blue	Piece	2026-07-877						80		80
11	BALLPEN, Ball Point Pen, Blue (0.5)	Box	2026-07-887			6					6
12	BALLPEN, Ball Point Pen, Red (0.5)	Box	2026-07-887			10					10
13	Binder clip Large	Box	2026-07-879	5						5	10
14	Binder clip Medium	Box	2026-07-879	5						5	10
15	Binder Clips, 32mm (1 1/4")	Box	2026-08-889A								9
16	Binder Clips, 51mm (2")	Box	2026-08-889A								9
17	Bond Paper, Letter, 80gsm, 500 sheets/ream	Ream	2026-08-889A							53	53
18	Calculator, 12 digits, dual power supply portable calculator (JEC-2142)	Unit	2026-08-889A							3	3
19	Elmers glue	Piece	2026-07-879	10							10
20	Elmer's Glue, White, 250ml	Bottle	2026-08-889A							30	30
21	Envelope brown, documentary, legal size	Piece	2026-07-887			150					150
22	ENVELOPE, brown/documentary, legal size	Piece	2026-07-877						249	90	339
23	ENVELOPE, brown/documentary, letter size	Piece	2026-08-889A							70	70
24	ENVELOPE, expanding, kraft board, legal size	Piece	2026-07-879	30	60	400		60	250	230	1,030
25	Expanded Folder Long	Piece	2026-08-889A							100	100
26	Filing Box	Piece	2026-08-889A							4	4
27	Filing Tray, 4 layers	Set	2026-08-889A							5	5
28	Folder Long (white, 16pts thick)	Piece	2026-08-888		40						40
29	Folder Long (white, 16pts thick)	Piece	2026-08-889					40			40
30	100's/box	Box	2026-07-877						2		2
31	FOLDER, expandable/pressboard, plain, legal size	Box	2026-08-889A	1		3				1	5
32	FOLDER, expanding, kraft board, legal size	Piece	2026-07-887		60	100		60			220
33	FOLDER, morocco, fancy, legal size	Pack	2026-08-889A	2		10			6	7	25
34	FOLDER, White, Legal Size, 100pcs/box	Box	2026-07-887			20					20
35	FOLDER, White, Legal size, 14pts, 100pcs/box	Box	2026-08-889A							10	10
36	HDMI Cable, 1.4v Braided, Heavy duty, 5 meters	Piece	2026-07-877						1		1
37	INK (Epson L3210, T6641, Black) 70ml	Bottle	2026-08-888		17						17
38	Ink EPSON 664 Black	Bottle	2026-08-889A							5	5
39	Ink EPSON 664 Cyan	Bottle	2026-08-889A							2	2
40	Ink EPSON 664 Magenta	Bottle	2026-08-889A							2	2
41	Ink EPSON 664 Yellow	Bottle	2026-08-889A							2	2
42	Ink Epson Black 008	Bottle	2026-08-889					3			3
43	Ink Epson Cyan 008	Bottle	2026-08-889					3			3
44	Ink Epson Magenta (003)	Bottle	2026-08-889A							15	15
45	Ink Epson Magenta 008	Bottle	2026-08-889					3			3
46	Ink Epson Yellow 008	Bottle	2026-08-889					3			3
47	Ink for Epson printer, 003 Cyan	Bottle	2026-08-889A							15	15
48	Ink for inkpad (Purple)	Bottle	2026-07-879	2						2	4
49	INK, Brother Black (BTD60BK)	Bottle	2026-07-878				12			31	43
50	INK, Brother BT5000B	Bottle	2026-08-888		20			10			30

51	INK, Brother BT5000C	Bottle	2026-08-888		3			3		6
52	INK, Brother BT5000M	Bottle	2026-08-888		3			10		13
53	INK, Brother BT5000Y	Bottle	2026-08-888		3			10	10	23
54	INK, Brother BTD60 C	Bottle	2026-08-888		6			10		16
55	INK, Brother BTD60 M	Bottle	2026-08-888		6			10		16
56	INK, Brother BTD60 Y	Bottle	2026-08-888		6			10		16
57	INK, Brother BTD60BK.	Bottle	2026-08-888		20			31		51
58	INK, Brother CYAN (BT500C)	Bottle	2026-07-878				5			5
59	INK, Brother Magenta (BT500M)	Bottle	2026-07-878				5			5
60	INK, Brother Yellow (BT500Y)	Bottle	2026-07-878				7			7
61	INK, EPSON Yellow #008 70ml, ecotank	Bottle	2026-07-887		3	10				13
62	INK, EPSON Black #008 70ml, ecotank	Bottle	2026-07-887		6	16				22
63	INK, EPSON Magenta #008 70ml, ecotank	Bottle	2026-07-887		3	8				11
64	INK, Epson 003, black 65ml	Bottle	2026-07-887			10				10
65	INK, EPSON Cyan #003 ecotank,	Bottle	2026-07-887			8				8
66	INK, EPSON Magenta #003 ecotank	Bottle	2026-07-887			8				8
67	INK, Epson T6641, black, 70mL	Bottle	2026-08-889					3	30	33
68	INK, Epson T6641, C, 70mL	Bottle	2026-08-889		3			3		6
69	INK, Epson T6641, M, 70mL	Bottle	2026-08-889		3			3		6
70	INK, Epson T6641, Y, 70mL	Bottle	2026-08-889		3			3		6
71	INK, Epson T6642, C, 70mL	Bottle	2026-08-889		3			3	12	18
72	INK, Epson T6643, B, 70mL	Bottle	2026-08-888		20			3		23
73	INK, Epson T6643, C, 70mL	Bottle	2026-08-888		3			3		6
74	INK, Epson T6643, M, 70mL	Bottle	2026-08-889					3		
75	INK, Epson T6643, magenta, 70mL	Bottle	2026-08-888		3				12	15
76	INK, Epson T6643, Y, 70mL	Bottle	2026-08-888		3			3		6
77	INK, Epson T6644, B, 70mL	Bottle	2026-08-888		15			3		18
78	INK, Epson T6644, C, 70mL	Bottle	2026-08-888		3			3		6
79	INK, Epson T6644, M, 70mL	Bottle	2026-08-888		3			3		6
80	INK, Epson T6644, Y, 70mL	Bottle	2026-08-889		3			3	12	18
81	INK, EPSON Yellow #003 ecotank	Bottle	2026-07-887			8				8
82	INK, Epson, 003, Black, 70 ml	Bottle	2026-08-889A						38	38
83	INK, Epson, 003, Yellow 70 ml	Bottle	2026-08-889A						15	15
84	INK, marking pen, whiteboard, 30mL, black	Bottle	2026-07-887			10				10
85	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box	Box	2026-07-887		2	2		2		6
86	Marker, highlighter, 3 assorted color/set	Set	2026-08-889A						6	6
87	Marker, permanent, board, black	Piece	2026-08-889A						10	10
88	MARKER, Whiteboard, Black	Box	2026-07-879	2					2	4
89	MARKING PEN, whiteboard, black, branded	Piece	2026-07-877						50	50
90	MARKING PEN, whiteboard, blue, branded	Piece	2026-07-877						10	10
91	MARKING PEN, whiteboard, red, branded	Piece	2026-07-877						10	10
92	Master RISO SF5130	Roll	2026-08-888		1			1		2
93	Master, Develop Ineo 165e	Roll	2026-08-888		1			1		2
94	Mousepad	Piece	2026-08-889A						3	3
95	PAGE MARKER/TABBINGS, white	Pad	2026-08-889A						25	25
96	Paper Clip (33mm)	Box	2026-08-889A						5	5
97	Paper Clip (50mm)	Box	2026-08-889A						5	5
98	Paper Clip (big)	Piece	2026-07-879	10					12	22
99	Paper Clip (small)	Piece	2026-07-879	10					14	24
100	PAPER, bond, 80 gsm, Letter, 500 sheets/ream	Ream	2026-07-887			80			20	100
101	PAPER, specialty, legal, 120gsm, 10 sheets/pack, whit	Pack	2026-07-887		80	30				110
102	Paper, Vellum Board, 200gsm, legal size	Ream	2026-08-889A						4	4
103	Pencil (Mongol 2)	Box	2026-08-889A						2	2
104	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack, A4 size	Pack	2026-07-887			20				20
105	Pilot permanent Ink (Black)	Bottle	2026-07-879	2					2	4
106	Pilot permanent marker (Black)	Piece	2026-07-879	10						10
107	Plastic Ring Binder (6 MM 1/4" 30 sheets)	Piece	2026-08-889A						10	10
108	PUNCHER, heavy duty, 2-hole	Piece	2026-08-889A						2	2
109	Record Book (300pages)	Piece	2026-07-879	5						5
110	RECORD BOOK, official, 150 pages	Piece	2026-07-887			20		10		30

111	RECORD BOOK, official, 300 pages	Piece	2026-08-889A							11	11
112	RIBBON, black, S015632, for Epson LX-310	Cartridge	2026-07-887			8					8
113	Ring binder, 1/4 x 44, spine, plastic, black	Piece	2026-07-887		5	10		5		8	28
114	RING BINDER, spine, 2 x 44, plastic, black	Piece	2026-07-887		2	4		2			8
115	RING BINDER, spine, 3/4 x 44, plastic, black	Piece	2026-07-887		2	6		2			10
116	RING BINDER, spine, 5/8 x 44, plastic, black	Piece	2026-07-887		11	10		11			32
117	RING BINDER, spine. 1/2 x 44, plastic black	Piece	2026-08-889A							8	8
118	Ruler	Piece	2026-08-889A							3	3
119	Scissor	Piece	2026-08-889A							11	11
120	SIGN PEN, 0.5mm ball, red	Piece	2026-07-887			50					50
121	Special Paper, Long, White.	Pack	2026-08-889					80			80
122	Staple Wire No.35	Box	2026-08-888		20						20
123	STAPLE WIRE, #35	Box	2026-07-879	5		10		20	5	2	42
124	Stapler, #35, 20 sheets, full strip with built in remover and wire	Piece	2026-08-889A							4	4
125	Stapler, with remover, heavy duty #35	Piece	2026-08-889					5			5
126	Sticker Paper, white, A4, 10 labels per sheet	Pack	2026-07-887		1	10		1			12
127	Slicky note	Piece	2026-07-879	10						2	12
128	TAPE, double-sided, 1", 10 meters	Roll	2026-07-887			10					10
129	TAPE, double-sided, 1", 5 meters, with foam	Roll	2026-07-879	5	4	10		4	5	9	37
130	Tape, Floor/Court Marking Tapes 2", 33 meters	Roll	2026-07-887			3					3
131	TAPE, masking, 2", 50 meters	Roll	2026-07-887		6	20		5	5		36
132	TAPE, packaging 2", 80 meters	Roll	2026-07-879	10	5	15		5	5	24	64
133	TAPE, transparent, 1", 30 meters	Roll	2026-07-887		3	10		3			16
134	TAPE, transparent, 2", 80 meters	Roll	2026-07-887			10					10
135	Toner RISO SF5130 Ink Black (1000mL)	Unit	2026-08-888		1			1			2
136	TONER KIT KYOCERA K-TK1175(12K), Ink	Piece	2026-07-887			3					3
137	TONER, Develop Ineo 165e	Roll	2026-08-888		1			1			2
138	Trodat 4911 Personalized Self-Inking Stamp with Name Custom Rubber 38mm x 14mm	Piece	2026-08-888		11						11

CATEGORY	SUPPLIES	PHP 721,205.34
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- III. DELIVERY

The purchased items shall be delivered to PSU Oriental Cluster-Roxas Campus within **Thirty (30)** calendar days upon receipt of Purchase Order (P.O) in case of goods. Free on-Board Destination (FOB)
- IV. PAYMENT TERMS

For the Procurement of Consolidated Office Supplies under Fund 164 for the campuses of PalawanSU Oriental Cluster, payment will be made in full after the final acceptance of the project.
- V. WARRANTY

Installation and after sales services including one (1) year warranty shall be provided by the winning supplier.
- VI. OTHER CONDITIONS

The procurement is per lot basis.

Prepared by:



ANABEL U. GALLA, RN, LPT

Administrative Officer III/Procurement Officer II

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