

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number

13236732

Procuring Entity

PALAWAN STATE UNIVERSITY

Title

PROCUREMENT AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PSU DEL NORTE CLUSTER

Area of Delivery

Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-048	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Office Supplies and Devices	Date Published	14/09/2026
Approved Budget for the Contract:	PHP 802,068.41	Last Updated / Time	14/09/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	17/09/2026 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 attached files			

Created by

LILYBETH JOY MAE AGUM CUYO

Date Created

10/09/2026

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

Date: September 14, 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. 17-Sep-26

LILYBETH JOY MAE A. CUYO
 Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	5	Piece	ACETATE, PVC Type, Long, (100pcs)		
2	48	Piece	BALLPEN, Ball Point Pen (RED)		
3	245	Piece	BALLPEN, Ball Point Pen, Black		
4	84	Piece	BALLPEN, Ball Point Pen, Blue		
5	48	Piece	BALLPEN, Ball Point Pen, Green		
6	4	Pack	Battery Charger with Rechargeable Battery AA ,2000 mah (4pcs) Heavy Duty		
7	45	Pair	BATTERY Dry Cell, AA 2's		
8	40	Pair	BATTERY Dry Cell, AAA 2's		
9	100	Pack	BOARD, multi-purpose, letter, 160GSM, color: parrot, 10 sheets/pack.		
10	13	Pack	BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack		
11	34	Pack	BOARD, specialty, Legal, 220gsm, white, vellum, 10 sheets/pack		
12	3	Pack	BOARD, specialty, letter, 220gsm, white, vellum, 10 sheets/pack		
13	20	Pack	BOARD, specialty, Long, 220gsm, white, vellum, 10 sheets/pack		
14	2	Box	CARBON FILM, Long		
15	20	Piece	CERTIFICATE FRAME, wooden, 8.5" X 11"		
16	20	Box	CHALK, white enamel, 100 pcs/box		
17	40	Piece	CLEAR BOOK, legal size, 20 sheets		
18	100	Pack	CLEAR SHEET PROTECTOR, 11 holes, size: legal, 10's/pack		
19	5	Box	CLIP, backfold, 25mm, 12's/box		
20	40	Box	CLIP, backfold, 51mm, 12's/box		
21	27	Piece	Columnar Book 14 column 50 leaves		
22	30	Bottle	CORRECTION FLUID, water based, min 15ml, sponge brush		
23	30	Piece	CORRECTION PEN, 12ml, metal tip		
24	80	Piece	CORRECTION TAPE, 5mm x 6m		
25	5	Piece	CUTTER, heavy duty, L500, big		
26	20	Piece	DATA FILE BOX, (5x9x15-3/4)		
27	20	Piece	DATA FILING BOX, with cover, for legal size,,		
28	130	Piece	ENVELOPE, brown/documentary, legal size		
29	3	Box	ENVELOPE, brown/documentary, legal size		
30	61	Piece	ENVELOPE, expanding, kraft board, legal size		
31	50	Piece	ENVELOPE, expanding, plastic, legal size		
32	4	Box	ENVELOPE, mailing, white, with ONP logo, 500's/box		
33	5	Box	ENVELOPE,mailing white 500's/box		
34	250	Piece	FOLDER expandable/pressboard, plain, legal, 100's/box		
35	4	Box	FOLDER, expandable/pressboard, plain, legal 100's/box		
36	15	Pack	Folder, Legal		
37	12	Box	Folder, white, legal size, 14 pts, 100 pcs/box.		
38	10	Piece	GLUE, all purpose, 300 grams		
39	15	Piece	GLUE, all purpose, 200 grams		
40	45	Bottle	INK (Epson, L3210, Black),70mL		

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: September 14, 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. 17-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	20	Bottle	INK (Epson, L3210, Cyan),70mL		
42	20	Bottle	INK (Epson, L3210, Magenta),70mL		
43	20	Bottle	INK (Epson, L3210, Yellow),70mL		
44	10	Bottle	Ink for Brother DCP-T310 Black		
45	10	Bottle	Ink for Brother DCP-T310 Cyan		
46	10	Bottle	Ink for Brother DCP-T310 Magenta		
47	10	Bottle	Ink for Brother DCP-T310 Yellow		
48	5	Bottle	Ink for Brother L15150 #008 Black		
49	5	Bottle	Ink for Brother L15150 #008 Cyan		
50	5	Bottle	Ink for Brother L15150 #008 Magenta		
51	5	Bottle	Ink for Brother L15150 #008 Yellow		
52	14	Bottle	INK refill for Epson L15510 cyan		
53	14	Bottle	INK refill for Epson L15510 magenta		
54	14	Bottle	INK refill for Epson L15510 yellow		
55	40	Bottle	INK refill for Epson L15510 black		
56	70	Bottle	INK refill for Epson L3210 black		
57	35	Bottle	INK refill for Epson L3210 cyan		
58	35	Bottle	INK refill for Epson L3210 magenta		
59	35	Bottle	INK refill for Epson L3210 yellow		
60	20	Bottle	INK, EPSON Black #008 ecotank		
61	20	Bottle	INK, EPSON Cyan #008 ecotank,		
62	5	Bottle	Ink, Epson 003, black 65ml		
63	5	Bottle	Ink, Epson 003, cyan 65ml		
64	15	Bottle	Ink, Epson 003, magenta 65ml		
65	20	Bottle	INK, EPSON Magenta #008 ecotank		
66	20	Bottle	INK, EPSON Yellow #008 ecotank		
67	20	Bottle	INK, Epson, 003, Black, 70 ml		
68	32	Bottle	INK, Epson, 003, Black, 70 ml		
69	42	Bottle	INK, Epson, 003, Cyan, 70 ml		
70	42	Bottle	INK, Epson, 003, Magenta, 70 ml		
71	57	Bottle	INK, Epson, 003, Yellow, 70 ml		
72	9	Box	LAMINATING POUCHES/FILM, 125mic, 222mm x 335mm, 100 sheets/box		
73	3	Box	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box		
74	10	Piece	Masking Tape 1".		
75	18	Piece	MEGABOX/STORAGE BOX, 120L		
76	20	Pad	PAGE MARKER/TABBINGS, white		
77	1	Unit	PAPER CUTTER		
78	55	Box	PAPER FASTENER, for paper, plastic, 50 sets/box		
79	30	Box	PAPER FASTENER, non-rust, metal, 25mm, 50 sets/box		
80	400	Ream	PAPER, bond, 80 gsm, Letter, 500 sheets/ream		

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: September 14, 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. 17-Sep-26

LILYBETH JOY MAE A. CUYO
 Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
81	5	Ream	PAPER, bond, A3, 500 sheets/ream		
82	500	Ream	PAPER, mimeo, white wove, Legal, 500 sheets/ream		
83	5	Pack	Paper, specialty, legal, 120 gsm, 10 sheets/pack, white		
84	5	Pack	PAPER, specialty, Letter, 120gsm, 10 sheets/pack white		
85	185	Pack	PAPER, sticker, ink jet friendly, 10 sheets/pack, white, letter size		
86	2	Piece	PEPPER SPRAY, maximum strength: blue face 600 x 600 53KB		
87	10	Piece	PHILIPPINE FLAG, 2 feet x 3 feet		
88	7	Ream	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack A4 size		
89	110	Pack	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack, A4 size		
90	2	Pack	PLASTIC TWINE, 1 kilo		
91	25	Box	PUSH PIN, hammer head type, 100's/box		
92	1	Box	PVC COVER, letter, transparent, 10's/pack		
93	30	Piece	RECORD BOOK, official, 300 pages		
94	3	Pack	RESEALABLE BAG, 10" x 11", 100's/pack		
95	12	Cartridge	RIBBON, black, S015632, for Epson LX-310		
96	15	Box	RING BINDER, spine, 1 3/4 x 44, plastic, black		
97	85	Piece	RING BINDER, spine, 1 x 44, plastic, black		
98	85	Piece	RING BINDER, spine, 2 x 44, plastic, black		
99	70	Piece	RING BINDER, spine, 3/4 x 44, plastic, black		
100	70	Piece	RING BINDER, spine, 5/8 x 44, plastic, black		
101	42	Piece	RING BINDER, spine, 1/2 x 44, plastic, black		
102	28	Box	SIGN PEN, 0.5mm ball, black		
103	85	Piece	SIGN PEN, 0.5mm ball, black		
104	5	Box	SIGN PEN, 0.5mm ball, blue		
105	5	Box	SIGN PEN, 0.7mm, blue		
106	1	Piece	STAMP (RECEIVED)		
107	1	Piece	STAMP (RELEASED)		
108	6	Piece	STAMP PAD, felt pad, min 60mm x 100mm		
109	3	Piece	STAPLE WIRE REMOVER, Twin jaws		
110	5	Box	STAPLE WIRE, #10		
111	100	Box	STAPLE WIRE, #35		
112	13	Piece	STAPLER, with remover, heavy duty, #35		
113	70	Roll	TAPE, double-sided, 1", 10 meters		
114	63	Roll	TAPE, double-sided, 1", 5 meters, with foam		
115	5	Roll	TAPE, Double-sided, 1/2", 10 meters		
116	20	Roll	TAPE, duct, 2"x 10m, good quality, color: gray		
117	60	Roll	TAPE, packaging 2", 80 meters		
118	15	Roll	TAPE, packaging, 2", 50 meters, yellow		
119	15	Roll	TAPE, Transparent, 1", 30 meters		
120	75	Roll	TAPE, transparent, 2", 80 meters		

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 VARIOUS OFFICE SUPPLIES FOR PSU DEL NORTE CLUSTER
ABC: Php 802,068.41

Source of Fund: Fund-164 FY2026
Proponent: PSU Del Norte Cluster

TABLE OF CONTENTS

I INTRODUCTION

1.1 Background and Overview3

II LIST OF ITEMS (per Category)3

III DELIVERY7

IV PAYMENT TERMS7

V WARRANTY7

VI OTHER CONDITIONS.....7

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 802,068.41

No.	Item Description	End-Users					Total Qty.	Unit
		CLUSTER	EL NIDO	TAYTAY	LINAPACAN	CORON		
1	ACETATE, PVC Type, Long, (100pcs)	5					5	Piece
2	BALLPEN, Ball Point Pen (RED)					48	48	Piece
3	BALLPEN, Ball Point Pen, Black			101		144	245	Piece
4	BALLPEN, Ball Point Pen, Blue					84	84	Piece
5	BALLPEN, Ball Point Pen, Green					48	48	Piece
6	Battery Charger with Rechargeable Battery AA ,2000 mah (4pcs) Heavy Duty			4			4	Pack
7	BATTERY Dry Cell, AA 2's			5		40	45	Pair
8	BATTERY Dry Cell, AAA 2's					40	40	Pair
9	BOARD, multi-purpose, letter, 160GSM, color: parrot, 10 sheets/pack.					100	100	Pack
10	BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack			13			13	Pack
11	BOARD, specialty, Legal, 220gsm, white, vellum, 10 sheets/pack			34			34	Pack
12	BOARD, specialty, letter, 220gsm, white, vellum, 10 sheets/pack			3			3	Pack
13	BOARD, specialty, Long, 220gsm, white, vellum, 10 sheets/pack	20					20	Pack
14	CARBON FILM, Long					2	2	Box
15	CERTIFICATE FRAME, wooden, 8.5" X 11"			20			20	Piece
16	CHALK, white enamel, 100 pcs/box					20	20	Box
17	CLEAR BOOK, legal size, 20 sheets					40	40	Piece

18	CLEAR SHEET PROTECTOR, 11 holes, size: legal, 10's/pack					100	100	Pack
19	CLIP, backfold, 25mm, 12's/box			5			5	Box
20	CLIP, backfold, 51mm, 12's/box					40	40	Box
21	Columnar Book 14 column 50 leaves			27			27	Piece
22	CORRECTION FLUID, water based, min 15ml, sponge brush					30	30	Bottle
23	CORRECTION PEN, 12ml, metal tip					30	30	Piece
24	CORRECTION TAPE, 5mm x 6m			30		50	80	Piece
25	CUTTER, heavy duty, L500, big			5			5	Piece
26	DATA FILE BOX, (5x9x15-3/4)			20			20	Piece
27	DATA FILING BOX, with cover, for legal size,,			20			20	Piece
28	ENVELOPE, brown/documentary, legal size			130			130	Piece
29	ENVELOPE, brown/documentary, legal size		3				3	Box
30	ENVELOPE, expanding, kraft board, legal size			61			61	Piece
31	ENVELOPE, expanding, plastic, legal size			50			50	Piece
32	ENVELOPE, mailing, white, with ONP logo, 500's/box					4	4	Box
33	ENVELOPE, mailing white 500's/box					5	5	Box
34	FOLDER expandable/pressboard, plain, legal, 100's/box			250			250	Piece
35	FOLDER, expandable/pressboard, plain, legal 100's/box					4	4	Box
36	Folder, Legal	15					15	Pack
37	Folder, white, legal size, 14 pts, 100 pcs/box.	10	2				12	Box
38	GLUE, all purpose, 300 grams			10			10	Piece
39	GLUE, all purpose, 200 grams			15			15	Piece
40	INK (Epson, L3210, Black),70mL				45		45	Bottle
41	INK (Epson, L3210, Cyan),70mL				20		20	Bottle
42	INK (Epson, L3210, Magenta),70mL				20		20	Bottle
43	INK (Epson, L3210, Yellow),70mL				20		20	Bottle
44	Ink for Brother DCP-T310 Black		10				10	Bottle
45	Ink for Brother DCP-T310 Cyan		10				10	Bottle
46	Ink for Brother DCP-T310 Magenta		10				10	Bottle
47	Ink for Brother DCP-T310 Yellow		10				10	Bottle
48	Ink for Brother L15150 #008 Black		5				5	Bottle
49	Ink for Brother L15150 #008 Cyan		5				5	Bottle
50	Ink for Brother L15150 #008 Magenta		5				5	Bottle
51	Ink for Brother L15150 #008 Yellow		5				5	Bottle
52	INK refill for Epson L15510 cyan					14	14	Bottle
53	INK refill for Epson L15510 magenta					14	14	Bottle

54	INK refill for Epson L15510 yellow					14	14	Bottle
55	INK refill for Epson L15510 black					40	40	Bottle
56	INK refill for Epson L3210 black					70	70	Bottle
57	INK refill for Epson L3210 cyan					35	35	Bottle
58	INK refill for Epson L3210 magenta					35	35	Bottle
59	INK refill for Epson L3210 yellow					35	35	Bottle
60	INK, EPSON Black #008 ecotank			20			20	Bottle
61	INK, EPSON Cyan #008 ecotank,			20			20	Bottle
62	Ink, Epson 003, black 65ml		5				5	Bottle
63	Ink, Epson 003, cyan 65ml		5				5	Bottle
64	Ink, Epson 003, magenta 65ml		15				15	Bottle
65	INK, EPSON Magenta #008 ecotank			20			20	Bottle
66	INK, EPSON Yellow #008 ecotank			20			20	Bottle
67	INK, Epson, 003, Black, 70 ml			20			20	Bottle
68	INK, Epson, 003, Black, 70 ml			32			32	Bottle
69	INK, Epson, 003, Cyan, 70 ml			42			42	Bottle
70	INK, Epson, 003, Magenta, 70 ml			42			42	Bottle
71	INK, Epson, 003, Yellow, 70 ml		15	42			57	Bottle
72	LAMINATING POUCHES/FILM, 125mic, 222mm x 335mm, 100 sheets/box			3		6	9	Box
73	LAMINATING POUCHES/FILM, 250mic, 100mm x 150mm, 100 sheets/box			3			3	Box
74	Masking Tape 1".		10				10	Piece
75	MEGABOX/STORAGE BOX, 120L			18			18	Piece
76	PAGE MARKER/TABBINGS, white	20					20	Pad
77	PAPER CUTTER		1				1	Unit
78	PAPER FASTENER, for paper, plastic, 50 sets/box			25		30	55	Box
79	PAPER FASTENER, non-rust, metal, 25mm, 50 sets/box					30	30	Box
80	PAPER, bond, 80 gsm, Letter, 500 sheets/ream					400	400	Ream
81	PAPER, bond, A3, 500 sheets/ream			5			5	Ream
82	PAPER, mimeo, white wove, Legal, 500 sheets/ream					500	500	Ream
83	Paper, specialty, legal, 120 gsm, 10 sheets/pack, white			5			5	Pack
84	PAPER, specialty, Letter, 120gsm, 10 sheets/pack white			5			5	Pack
85	PAPER, sticker, ink jet friendly, 10 sheets/pack, white, letter size			65		120	185	Pack
86	PEPPER SPRAY, maximum strength: blue face 600 x 600 53KB			2			2	Piece
87	PHILIPPINE FLAG, 2 feet x 3 feet			3		7	10	Piece
88	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack A4 size			7			7	Ream

89	PHOTO PAPER, high gloss, good quality, for inkjet printer, 20's per pack, A4 size					110	110	Pack
90	PLASTIC TWINE, 1 kilo			2			2	Pack
91	PUSH PIN, hammer head type, 100's/box			10		15	25	Box
92	PVC COVER, letter, transparent, 10's/pack			1			1	Box
93	RECORD BOOK, official, 300 pages					30	30	Piece
94	RESEALABLE BAG, 10" x 11", 100's/pack			3			3	Pack
95	RIBBON, black, S015632, for Epson LX-310					12	12	Cartridge
96	RING BINDER, spine, 1 3/4 x 44, plastic, black	15					15	Box
97	RING BINDER, spine, 1 x 44, plastic, black	15		30		40	85	Piece
98	RING BINDER, spine, 2 x 44, plastic, black	15		30		40	85	Piece
99	RING BINDER, spine, 3/4 x 44, plastic, black			30		40	70	Piece
100	RING BINDER, spine, 5/8 x 44, plastic, black			30		40	70	Piece
101	RING BINDER, spine. 1/2 x 44, plastic, black			22		20	42	Piece
102	SIGN PEN, 0.5mm ball, black			28			28	Box
103	SIGN PEN, 0.5mm ball, black					85	85	Piece
104	SIGN PEN, 0.5mm ball, blue			5			5	Box
105	SIGN PEN, 0.7mm, blue			5			5	Box
106	STAMP (RECEIVED)			1			1	Piece
107	STAMP (RELEASED)			1			1	Piece
108	STAMP PAD, felt pad, min 60mm x 100mm					6	6	Piece
109	STAPLE WIRE REMOVER, Twin jaws			3			3	Piece
110	STAPLE WIRE, #10			5			5	Box
111	STAPLE WIRE, #35			50		50	100	Box
112	STAPLER, with remover, heavy duty, #35			13			13	Piece
113	TAPE, double-sided, 1", 10 meters			5		65	70	Roll
114	TAPE, double-sided, 1", 5 meters, with foam					63	63	Roll
115	TAPE, Double-sided, 1/2", 10 meters			5			5	Roll
116	TAPE, duct, 2"x 10m, good quality, color: gray					20	20	Roll
117	TAPE, packaging 2", 80 meters					60	60	Roll
118	TAPE, packaging, 2", 50 meters, yellow			15			15	Roll
119	TAPE, Transparent, 1", 30 meters			15			15	Roll
120	TAPE, transparent, 2", 80 meters			15		60	75	Roll

III. DELIVERY

The purchased items shall be delivered to **PSU Del Norte Cluster – El Nido Campus** 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.

Prepared by:


MARK ANTHONY R. TORALDO
Procurement Officer