



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13290696
Procuring Entity PALAWAN STATE UNIVERSITY
Title PROCUREMENT, DELIVERY, INSTALLATION AND AFTER-SALES SERVICES OF ICT AND OTHER OFFICE EQUIPMENT FOR THE PLANNING OFFICE
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-052	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	3
Category:	Office Equipment	Date Published	19/10/2026
Approved Budget for the Contract:	PHP 430,000.00	Last Updated / Time	19/10/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	22/10/2026 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 15/10/2026

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Date: October 19, 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. 22 Oct 26

LILYBETH JOY MAE A. CUYO
Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
1	1	Unit	Printing Equipment-Larger Format Plotter Printer		
			• Type: A3+Color Ink Tank Multifunction Printer		
			• Function: Print/ Scan/Copy/ Fax		
			• Print Technology: Precision Core		
			• Print Resolution: Up to 4,800.00 x 2,400 dpi		
			• Print Speed: Up to 25 ipm Black/ 12 ipm Color		
			• Paper Size: Up to A3+ (13" x 19")		
			• Duplex Printing: Automatic, up to A3		
			• ADF: 50 Sheets		
			• Scanner Resolution: Up to 1,200 x 2,400 dpi		
			• Ink: DURABrite ET Pigment Ink		
			• Ink Yield: Approx. 7,500 Black /6,000 Color pages		
			• Paper Capacity: Up to 550 sheets		
			• Connectivity: USB, Ethernet, Wi-Fi, Wi-Fi Direct		
			• Display: 4.3" Color LCD Touchscreen		
			• Voltage: 220-440 V, 50/60 Hz		
			• Dimensions: Approx. 515 x 500 x 350 mm		
			• Weight: Approx. 20.7 kg		
2	1	Unit	Complete Professional 2000watts PA system 6 channel mixer 10" speakers dual wireless		
3	1	Unit	Desktop Conference Microphone System - 8 channel wireless mic & receiver w/ gooseneck mics & rack		
4	4	Unit	Air-condition, Window type, 2.5 HP, Inverter, deluxe operation, removable/washable grill, auto air swing, fan speed, cooling speed, slide-out chassis, 4-way deflector, blue fin condenser, with 1-year cleaning (semi-annual) with Installation		
			For Planning 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

**(1-LOT) PROCUREMENT, DELIVERY, INSTALLATION AND AFTER SALES SERVICES OF ICT & OFFICE EQUIPMENT
FOR PLANNING OFFICE**

ABC: Php 430,000.00
Source of Fund: Fund-101 FY2026
Proponent: Planning 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. ICT & OFFICE EQUIPMENT - ABC Php 430,000.00

No.	Item Description	Qty	Unit																																		
1	Printing Equipment-Larger Format Plotter Printer - Type: A3+Color Ink Tank Multifunction Printer - Function: Print/ Scan/ Copy/ Fax - Print Technology: Precision Core - Print Resolution: Up to 4,800.00 x 2,400 dpi - Print Speed: Up to 25 ipm Black/ 12 ipm Color - Paper Size: Up to A3+ (13" x 19") - Duplex Printing: Automatic, up to A3 - ADF: 50 Sheets - Scanner Resolution: Up to 1,200 x 2,400 dpi - Ink: DURABrite ET Pigment Ink - Ink Yield: Approx. 7,500 Black / 6,000 Color pages - Paper Capacity: Up to 550 sheets - Connectivity: USB, Ethernet, Wi-Fi, Wi-Fi Direct - Display: 4.3" Color LCD Touchscreen - Voltage: 220-440 V, 50/60 Hz - Dimensions: Approx. 515 x 500 x 350 mm - Weight: Approx. 20.7 kg A3+ Color Ink Tank Multifunction Printer Print Scan Copy Fax  A3+ Print Print Scan Copy Fax DURABrite ET Pigment Ink High Yield 7,500 Black 6,000 Color 4.3" Color LCD Touchscreen Wi-Fi, Wi-Fi Direct Ethernet, USB <table><tr><td>Type</td><td>A3+ Color Ink Tank Multifunction Printer</td></tr><tr><td>Function</td><td>Print/ Scan/ Copy/ Fax</td></tr><tr><td>Print Technology</td><td>Precision Core</td></tr><tr><td>Print Resolution</td><td>Up to 4,800.00 x 2,400 dpi</td></tr><tr><td>Print Speed</td><td>Up to 25 ipm Black/ 12 ipm Color</td></tr><tr><td>Paper Size</td><td>Up to A3+ (13" x 19")</td></tr><tr><td>Duplex Printing</td><td>Automatic, up to A3</td></tr><tr><td>ADF</td><td>50 Sheets</td></tr><tr><td>Scanner Resolution</td><td>Up to 1,200 x 2,400 dpi</td></tr><tr><td>Ink</td><td>DURABrite ET Pigment Ink</td></tr><tr><td>Ink Yield</td><td>Approx. 7,500 Black / 6,000 Color pages</td></tr><tr><td>Paper Capacity</td><td>Up to 550 sheets</td></tr><tr><td>Connectivity</td><td>USB, Ethernet, Wi-Fi, Wi-Fi Direct</td></tr><tr><td>Display</td><td>4.3" Color LCD Touchscreen</td></tr><tr><td>Voltage</td><td>220-440 V, 50/60 Hz</td></tr><tr><td>Dimensions</td><td>Approx. 515 x 500 x 350 mm</td></tr><tr><td>Weight</td><td>Approx. 20.7 kg</td></tr></table>	Type	A3+ Color Ink Tank Multifunction Printer	Function	Print/ Scan/ Copy/ Fax	Print Technology	Precision Core	Print Resolution	Up to 4,800.00 x 2,400 dpi	Print Speed	Up to 25 ipm Black/ 12 ipm Color	Paper Size	Up to A3+ (13" x 19")	Duplex Printing	Automatic, up to A3	ADF	50 Sheets	Scanner Resolution	Up to 1,200 x 2,400 dpi	Ink	DURABrite ET Pigment Ink	Ink Yield	Approx. 7,500 Black / 6,000 Color pages	Paper Capacity	Up to 550 sheets	Connectivity	USB, Ethernet, Wi-Fi, Wi-Fi Direct	Display	4.3" Color LCD Touchscreen	Voltage	220-440 V, 50/60 Hz	Dimensions	Approx. 515 x 500 x 350 mm	Weight	Approx. 20.7 kg	1	Unit
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2	Complete Professional 2000watts PA system 6 channel mixer 10" speakers dual wireless mic stand 2000W COMPLETE PA SYSTEM 6 CHANNEL MIXER 10" SPEAKERS DUAL WIRELESS MICROPHONES MIC STAND CABLES 	1	Unit
3	Desktop Conference Microphone System – 8 channel wireless mic & receiver w/ gooseneck mics & rack 	1	Unit
4	Air-condition, Window type, 2.5 HP, Inverter, deluxe operation, removable/washable grill, auto air swing, fan speed, cooling speed, slide-out chassis, 4-way deflector, blue fin condenser, with 1-year cleaning (semi-annual) with Installation 	4	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 less than fifty thousand (50,000.00) below

Prepared by:


MA. GRACIA A. CRUZ
Deputy Director, Planning Office

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.