PhilGEPS Philippine Government Electronic Procurement System — Central Portal for Philippine Government Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	13294238
Procuring Entity	PALAWAN STATE UNIVERSITY
Title	PROCUREMENT AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PALAWAN STATE UNIVERSITY – MAIN CAMPUS
Area of Delivery	Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-055
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 1,213,128.28
Delivery Period:	45 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	6
Date Published	19/10/2026
Last Updated / Time	19/10/2026 00:00 AM
Closing Date / Time	22/10/2026 17:00 PM

Description

Please see attached documents

Created by	LILYBETH JOY MAE AGUM CUYO
Date Created	17/10/2026

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Transaction No. 8063

Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

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	17	Pack	ACETATE, PVC Type, Legal, (100pcs)		
2	9	Pack	ACETATE, PVC Type, A4, (100pcs)		
3	2	Pack	ACETATE, PVC Type, Letter, (100pcs)		
4	5	Box	Ball Pen (Green 12's)		
5	19	Box	Ballpen, black, 0.5mm @12 pcs/box		
6	19	Box	Ballpen, blue, 0.5mm @12 pcs/box		
7	233	Piece	BALLPEN, Ball Point Pen, Black		
8	102	Piece	BALLPEN, Ball Point Pen, Blue		
9	20	Piece	BALLPEN, Ball Point Pen, Red		
10	12	Piece	Battery AA,		
11	2	Box	Battery AAA 40's/box		
12	39	Pack	BATTERY Dry Cell, AA 2's		
13	52	Pack	BATTERY Dry Cell, AAA 2's		
14	7	Pack	BATTERY, size AA, alkaline, 2 pcs. /packet		
15	2	Pack	BATTERY, size AAA, alkaline, 2 pcs. /packet		
16	5	Piece	BATTERY, size AAA, alkaline, 2 pcs. /packet		
17	62	Box	Binder Clip, 41 mm		
18	143	Piece	BINDER, 3 rings, D-type, 64mm (2.5"), legal size		
19	2	Pack	BLADE, heavy duty cutter, 18mm, big, L500, 10pcs/pack		
20	4	Pack	BOARD, multi-purpose, letter, 160GSM, color: parrot, 10 sheets/pack		
21	5	Pack	BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack		
22	19	Pack	BOARD, specialty, legal, 200gsm, white, vellum, 10 sheets/pack.		
23	6	Pack	BOARD, specialty, letter, 220gsm, white, vellum, 10 sheets/pack		
24	55	Pack	BOARD, specialty, Long, 220gsm, white, vellum, 10 sheets/pack		
25	3	Ream	Board, specialty, vellum, short, 100's/ream		
26	313	Ream	Bond Paper, Letter, 80gsm, 500 sheets/ream/box		
27	10	Pair	bookend, one pair, gray, 8 inches		
28	1	Unit	CALCULATOR, 8 digits,		
29	6	Unit	CALCULATOR, JS-40V, Two-way power, 14 digits		
30	7	Unit	Cellophane Tape 1/2 inch of 50yards		
31	50	Unit	Cellophane tape (1inch x 100meter)		
32	50	Unit	Cellophane tape (3/4inch x 100meter)		
33	30	Piece	Certificate Frame A4		
34	20	Piece	CERTIFICATE FRAME, wooden, 8.5" X 11"		
35	10	Piece	CERTIFICATE FRAME, Wooden, A4 Size		
36	147	Piece	Certificate Holder, A4 size		
37	10	Piece	Certificate holder, Legal size		
38	1	Box	Certificate holder, short, envelope type		
39	50	Piece	Clear Adhesive Tape (2 inch / 48mm x 200 meters)		
40	10	Piece	Clip Board 8X13 wooden Clip Board, Thickness 3.7 mm, Metal CLIP (Butterfly Clip)		
41	20	Piece	COLUMNAR NOTEBOOK, 14 columns		
42	1	Unit	Comb binder machine/ 24		
43	2	Box	COMPUTER CONTINUOUS FORMS, 2 ply, carbonless, 11" x 9 1/2", 1000's/box		
44	3	Piece	Cork Board (30x40cm) w/ wooden frame		
45	12	Piece	CORRECTION PEN, 12ml, metal tip		
46	10	Piece	DATA FILE BOX, with cover, for legal size		

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Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
47	6	Piece	DATER STAMP, 3mm, format: month/day/year, adjustable, ink returning automatic		
48	1	Piece	DATER STAMP, mini, self-inking		
49	4	Unit	Document Tray, Metal, 3 layers, Heavy Duty		
50	15	Unit	Double sided tape 1/2 x 10 meter		
51	2	Unit	Double sided tape 1x 10meter		
52	5	Roll	Double sided tape, 1inch		
53	10	Unit	Double Sided Tape, 24mm x 30M		
54	6	Roll	Double sided tape.1/4		
55	5	Roll	Double-Sided Tape, 48mm		
56	150	Piece	ENVELOPE, brown/documentary, legal size		
57	1	Box	ENVELOPE, brown/documentary, legal, 500's/box		
58	587	Piece	ENVELOPE, expanding, kraft board, legal size		
59	13	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, black		
60	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, Cyan		
61	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, magenta		
62	5	Bottle	Epson Ink 008 (L15150) DURABrite ET INK, yellow		
63	5	Set	Epson Ink, 003, set (Cyan, Magenta, Yellow, Black)		
64	22	Piece	ERASER, rubber		
65	210	Pack	Expanded Envelope, brown, long with garter		
66	2	Box	Expanded Envelope, brown, long		
67	1	Box	Expanded folder, long, regular size, 100's/box (LIGHT BLUE)		
68	2	Box	Expanded folder, long, regular size, 100's/box (ORANGE)		
69	2	Box	Expanded folder, long, regular size, 100's/box (WHITE)		
70	5	Piece	Expanding 2-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 3.5cm		
71	5	Piece	Expanding 2-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 5.5cm		
72	5	Piece	Expanding 3-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 8cm		
73	1	Dozen	File Organizer, document, legal size, 2 holes, black		
74	4	Piece	FILE ORGANIZER, plastic, 5 drawers,		
75	10	Piece	Filing Box (Magazine Box)		
76	6	Piece	FLASH DRIVE, 64GB, USB 3.0, slide/push & pull type		
77	200	Piece	Folder Long (white, 16pts thick)		
78	33	Piece	FOLDER, 3-hole ring binder (2 thick), A4		
79	14	Box	FOLDER, expandable/pressboard, GREEN, plain, legal, 100's/box		
80	224	Box	FOLDER, expandable/pressboard, plain, legal, 100's/box		
81	200	Piece	FOLDER, expanding, kraft board, legal size, Light Green		
82	1	Pack	Folder, legal size, with plastic jacket, 100 pcs/pack (orange)		
83	4	Pack	FOLDER, morocco, fancy, legal, 50's/pack		
84	100	Piece	FOLDER, morocco, letter size, blue		
85	4	Pack	FOLDER, tagboard, legal, white, 100's/pack		
86	19	Box	Folder, white, legal size, 14 pts, 100 pcs/box.		
87	1	Box	Folder, white, letter size, 14 pts, 100 pcs/box.		
88	3	Piece	GLUE GUN,		

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Director, Procurement Office

LIST OF QUOTATIONS					
Item No.	**Qty.**	**Unit**	**Description of Articles**	**Unit Price**	**Total Amount**
89	20	Piece	GLUE STICK, nontoxic, 40g		
90	26	Piece	GLUE, all purpose, nontoxic, 130g		
91	7	Piece	GLUE, all purpose, nontoxic, 300g		
92	1	Piece	HDMI Cable, 1.4v Braided, Heavy duty, 5 meters		
93	10	Unit	Heavy Duty Stapler		
94	15	Piece	HIGHLIGHTER, gel-typed ink, chiseled tip, green		
95	35	Piece	HIGHLIGHTER, gel-typed ink, chiseled tip, orange		
96	35	Piece	HIGHLIGHTER, gel-typed ink, chiseled tip, yellow		
97	10	Piece	HIGHLIGHTER, gel-typed ink, chiseled, pink		
98	15	Box	INDEX TAB, self-adhesive, with alphabet letters in each, 5 sets/box		
99	12	Bottle	Ink (Epson L3210, T6641, Black), 70 ml		
100	38	Bottle	Ink EPSON 664 Black		
101	18	Bottle	Ink EPSON 664 Cyan		
102	8	Bottle	Ink EPSON 664 Magenta		
103	18	Bottle	Ink EPSON 664 Yellow		
104	6	Bottle	Ink for Brother DCP-T720DW, Black		
105	4	Bottle	Ink for Brother DCP-T720DW, Cyan		
106	4	Bottle	Ink for Brother DCP-T720DW, Magenta		
107	4	Bottle	Ink for Brother DCP-T720DW, Yellow		
108	15	Bottle	Ink for Brother L15150 #008 Black		
109	15	Bottle	Ink for Brother L15150 #008 Cyan		
110	15	Bottle	Ink for Brother L15150 #008 Magenta		
111	15	Bottle	Ink for Brother L15150 #008 Yellow		
112	5	Set	Ink for Brother printer, BT5000 CYM		
113	50	Bottle	Ink for Epson printer, 003 Bk		
114	19	Bottle	Ink for Epson printer, 003 Cyan		
115	19	Bottle	Ink for Epson printer, 003 Magenta		
116	19	Bottle	Ink for Epson printer, 003 Yellow		
117	18	Bottle	INK for HP Smart Tank, 615 Black		
118	9	Bottle	INK for HP Smart Tank, 615 Cyan		
119	9	Bottle	INK for HP Smart Tank, 615 Magenta		
120	9	Bottle	INK for HP Smart Tank, 615 Yellow		
121	57	Bottle	INK, Brother BT5000C		
122	59	Bottle	INK, Brother BT5000M		
123	59	Bottle	INK, Brother BT5000Y		
124	12	Bottle	INK, Brother BT6000BK		
125	12	Bottle	INK, Brother BTD60		
126	69	Bottle	INK, Brother BTD60BK.		
127	22	Bottle	INK, EPSON Black #008 Eco tank, 127ml		
128	8	Bottle	INK, EPSON Cyan #008 70ml, Eco tank,		
129	8	Bottle	INK, EPSON Magenta #008 70ml, Eco tank		
130	10	Bottle	INK, EPSON Black #001		
131	10	Bottle	INK, EPSON Cyan #001		
132	10	Bottle	INK, EPSON Magenta #001		
133	56	Bottle	INK, Epson T6641, black, 70mL		
134	37	Bottle	INK, Epson T6642, cyan, 70mL		
135	37	Bottle	INK, Epson T6643, magenta, 70mL		
136	37	Bottle	INK, Epson T6644, yellow, 70mL		
137	3	Cartridge	INK, Epson WorkForce Pro WF-C5790, Blk		
138	3	Cartridge	INK, Epson WorkForce Pro WF-C5790, Cyan		
139	3	Cartridge	INK, Epson WorkForce Pro WF-C5790, Magenta		
140	3	Cartridge	INK, Epson WorkForce Pro WF-C5790, Yellow		

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Item No.	Qty.	Unit	Description of Articles	Unit Price	Total Amount
141	10	Bottle	INK, EPSON Yellow #001		
142	8	Bottle	INK, EPSON Yellow #008 ecotank		
143	54	Piece	INK, Epson, 003, Black, 70 ml		
144	34	Piece	INK, Epson, 003, Cyan, 70 ml		
145	34	Piece	INK, Epson, 003, Magenta, 70 ml		
146	43	Piece	INK, Epson, 003, Yellow, 70 ml		
147	10	Piece	INK, HP GT52 Cyan		
148	10	Piece	INK, HP GT52 Magenta		
149	10	Piece	INK, HP GT52 Yellow		
150	11	Piece	INK, HP GT53 Black		
151	14	Bottle	INK, marking pen, permanent, black, 30ml		
152	85	Bottle	INK, marking pen, whiteboard, 30mL, black		
153	10	Bottle	Ink, refill, brother, BT D60, black		
154	2	Bottle	Ink, Refill, Brother, BT5000C		
155	5	Bottle	INK, stamp pad, black, 50mL,		
156	1	Unit	Laminating machine, heavy duty (for long & short)		
157	2	Box	LAMINATING POUCHES/FILM, 125mic, 222mm x 286mm, 100 sheets/box		
158	1	Box	LAMINATING POUCHES/FILM, 125mic, 222mm x 335mm, 100 sheets/box		
159	12	Set	Marker, highlighter, 3 assorted color/set		
160	12	Piece	Marker, permanent, board, black		
161	10	Piece	MARKING PEN, permanent, broad, black, branded		
162	4	Piece	MEGABOX/STORAGE BOX, 120L		
163	2	Piece	MONEY BAG, pouch type		
164	100	Sheet	Morocco Sheets, Short, Blue		
165	20	Pad	NOTEPAD, 2x2, 100's		
166	35	Pad	Notes, sticky, 3x3", 100's/pad, yellow, white, green colors, best buy		
167	10	Piece	Packing tape, 3 inch		
168	85	Pad	PAGE MARKER/TABBINGS, white		
169	25	Pack	Paper Board, Vellum White, Legal, 180 gsm		
170	20	Pack	Paper Board, Vellum, White, Short, 200 GSM, 10 sheets/pack		
171	30	Ream	Paper Bond, A3, 500 sheets/ream		
172	1	Unit	paper cutter board, heavy duty (21 inches x 16 inches)		
173	203	Box	PAPER FASTENER, for paper, plastic, 50 sets/box		
174	8	Box	PAPER FASTENER, non-rust, metal, 25mm, 50 sets/box		
175	40	Piece	Paper Tape		
176	25	Ream	PAPER, bond, 80 gsm, Long, 500 sheets/ream		
177	30	Pack	PAPER, specialty, legal, 120gsm, 10 sheets/pack, white		
178	42	Pack	PAPER, specialty, letter, 120 gsm, 10 sheets/pack, white		
179	40	Pack	PAPER, sticker, ink jet friendly, 10 sheets/pack, white, letter size		
180	80	Ream	Paper, Vellum Board, 200gsm, legal size		
181	37	Piece	Permanent Marker (Black & Broad)		
182	12	Box	Permanent Marker Pen, Black, Broad Tip 12's/box		
183	11	Box	Permanent Marker Pen, Blue, Broad Tip 12's/box		

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Item No.	**Qty.**	**Unit**	**Description of Articles**	**Unit Price**	**Total Amount**
184	70	Pack	Photo paper, high gloss, good quality for inkjet printer, 20's per pack, A4 size		
185	15	Bottle	Printer Ink (L3210-003)- Black 70ml		
186	8	Bottle	Printer Ink (L3210-003)- Cyan 70ml		
187	8	Bottle	Printer Ink (L3210-003)- Magenta 70ml		
188	8	Bottle	Printer Ink (L3210-003)- Yellow 70ml		
189	1	Unit	PUNCHER, 3-hole, 30 sheets adjustable, heavy duty		
190	6	Box	PUSH PIN, hammer head type, 100's/box		
191	3	Box	PUSHPINS, 100's/box		
192	8	Piece	RECORD BOOK, official, 150 pages		
193	36	Piece	RECORD BOOK, official, 500 pages		
194	1	Cartridge	RIBBON, Black, for Epson FX-2190		
195	36	Cartridge	RIBBON, black, S015632, for Epson LX-310		
196	12	Cartridge	RIBBON, black, S015634, for Epson LQ-310		
197	80	Piece	Ring Binder, 1 1/2"		
198	15	Piece	Ring Binder, 1/2"		
199	15	Piece	Ring binder, 1/4 x 44, spine, plastic, black		
200	15	Piece	Ring Binder, 2"		
201	114	Piece	RING BINDER, spine, 1 x 44, plastic, black		
202	106	Piece	RING BINDER, spine, 2 x 44, plastic, black		
203	26	Piece	RING BINDER, spine, 3/4 x 44, plastic, black		
204	20	Piece	RING BINDER, spine, 5/8 x 44, plastic, black		
205	20	Piece	RING BINDER, spine. 1/2 x 44, plastic, black		
206	3	Piece	Rubber Stamp (APPROVED) 1.5cm x 4cm		
207	3	Piece	Rubber Stamp (CANCELLED) 3cm x 4.5cm		
208	3	Piece	Rubber Stamp (CERTIFIED PHOTOCOPY) 3cm x 5cm		
209	3	Piece	Rubber Stamp (CERTIFIED TRUE COPY) 3cm x 5cm		
210	3	Piece	Rubber Stamp (RECEIVED) 1.5cm x 4cm		
211	4	Piece	Rubber Stamp, "RECORDED", 1.5cm x 4cm		
212	7	Piece	RULER, plastic, 12"		
213	5	Piece	Scissors, 9", Heavy duty, office use		
214	4	Unit	Scotch Tape Dispenser, 1inch		
215	12	Piece	SIGN PEN, 0.5mm ball, green		
216	5	Pack	Specialty paper, 200gsm, 8.5x13		
217	15	Piece	Stamp pad		
218	2	Piece	STAPLE REMOVER, twin jaws		
219	3	Piece	Stapler, #35, 20 sheets, full strip with built in remover and wire		
220	2	Piece	STAPLER, heavy duty, staple up to 70 sheets of paper (80gsm), adjustable paper stop, stapling depth: 53mm, for 9/8-10 and 23/8-10 staples, convenient, top loading refill mechanism		
221	5	Piece	STAPLER, with remover, heavy duty, #10		
222	23	Piece	STAPLER, with remover, heavy duty, #35		
223	10	Pack	STICKER PAPER, inkjet friendly, Matte, 10 sheets/pack, white, letter size		
224	5	Pad	Sticker paper, matte, 8.5x13		
225	5	Pad	STICKY NOTE, 3x1		
226	7	Set	STICKY NOTE, 3x3 5pads/set		
227	4	Set	Sticky notes stylish film index		
228	48	Piece	Sticky Notes, small (Sign here)		
229	4	Roll	TAPE, double-sided, 1", 10 meters		

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Item No.	**Qty.**	**Unit**	**Description of Articles**	**Unit Price**	**Total Amount**
230	3	Roll	TAPE, double-sided, 2", 10 meters		
231	7	Roll	TAPE, duct, 2"x 10m, good quality, color: gray		
232	30	Roll	TAPE, masking, 1", 50 meters		
233	56	Roll	TAPE, transparent, 1", 30 meters		
234	15	Roll	TAPE, transparent, 1/2", 30 meters		
235	14	Roll	TAPE, transparent, 2", 80 meters		
236	7	Box	THUMBTACKS, 100's/box		
237	15	Unit	White Board Eraser		
238	17	Ream	Specialty / Board Certificate Paper Cream/A4 200gsm 65cm, 100's/ ream		
			For Different 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 AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PSU–MAIN CAMPUS

ABC: Php 1,213,128.28

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.

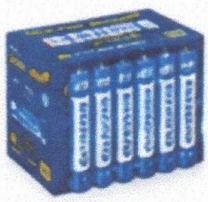
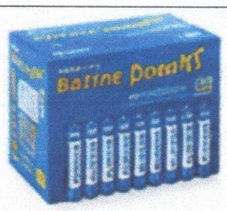
As per IRR of RA-No.12009

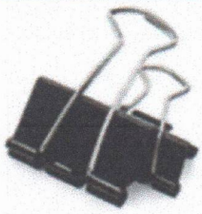
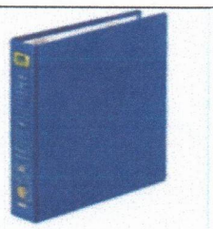
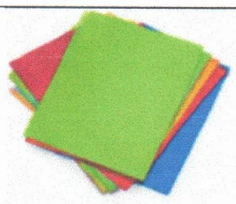
Whereas, Section 40.1 All NGAs, GOCCs, GFIs, SUCs, and LGUs shall procure CSE only from the PS-DBM, subject to its availability.

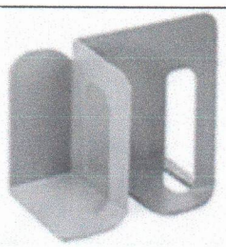
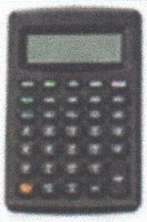
Whereas, Section 40.2 Procuring Entities are authorized to procure the CSE from other sources in any of the following instances:
a) If the CSE is unavailable due to zero inventory, in which case the Procuring Entity shall secure a Certificate of Non-Availability of Stocks by downloading from the PhilGEPS 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.

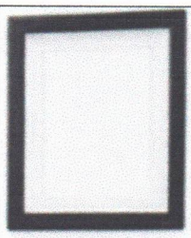
II. 1-LOT PROCUREMENT AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR PSU–MAIN CAMPUS

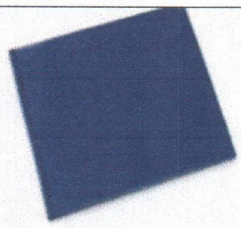
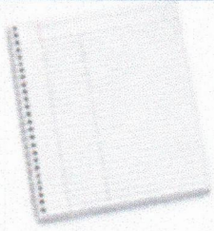
No.	Item	Pictures /Description	Qty	Unit
1	**ACETATE, PVC Type, Legal, (100pcs)**		17	Pack
2	**ACETATE, PVC Type, A4, (100pcs)**		9	Pack
3	**ACETATE, PVC Type, Letter, (100pcs)**		2	Pack
4	**Ball Pen (Green 12's)**		5	Box

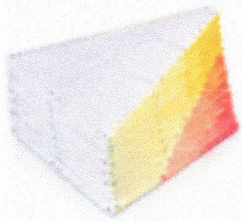
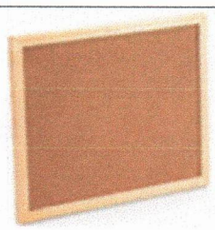
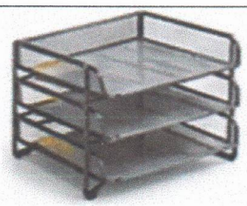
5	**Ballpen, black, 0.5mm @12 pcs/box**		19	Box
6	**Ballpen, blue, 0.5mm @12 pcs/box**		19	Box
7	**BALLPEN, Ball Point Pen, Black**		233	Piece
8	**BALLPEN, Ball Point Pen, Blue**		102	Piece
9	**BALLPEN, Ball Point Pen, Red**		20	Piece
10	**Battery AA,**		12	Piece
11	**Battery AAA 40's/box**		2	Box
12	**BATTERY Dry Cell, AA 2's**		39	Pack

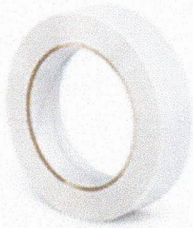
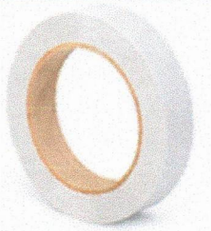
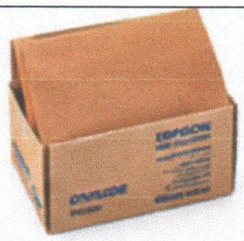
13	**BATTERY Dry Cell, AAA 2's**		52	Pack
14	**BATTERY, size AA, alkaline, 2 pcs. /Packet**		7	Pack
15	**BATTERY, size AAA, alkaline, 2 pcs. /Packet**		2	Pack
16	**BATTERY, size AAA, alkaline, 2 pcs. /Packet**		5	Piece
17	**Binder Clip, 41 mm**		62	Box
18	**BINDER, 3 rings, D-type, 64mm (2.5"), legal size**		143	Piece
19	**BLADE, heavy duty cutter, 18mm, big, L500, 10pcs/pack**		2	Pack
20	**BOARD, multi-purpose, letter, 160GSM, color: parrot, 10 sheets/pack**		4	Pack

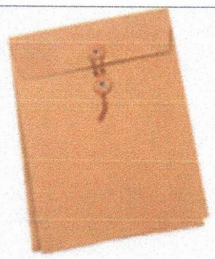
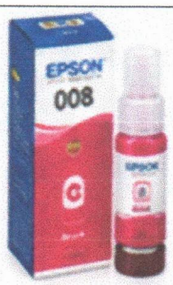
21	**BOARD, specialty, A4, 220gsm, white, vellum, 10 sheets/pack**		5	Pack
22	**BOARD, specialty, legal, 200gsm, white, vellum, 10 sheets/pack.**		19	Pack
23	**BOARD, specialty, letter, 220gsm, white, vellum, 10 sheets/pack**		6	Pack
24	**BOARD, specialty, Long, 220gsm, white, vellum, 10 sheets/pack**		55	Pack
25	**Board, specialty, vellum, short, 100's/ream**		3	Ream
26	**Bond Paper, Letter, 80gsm, 500 sheets/ream/box**		313	Ream
27	**Bookend, one pair, gray, 8 inches**		10	Pair
28	**CALCULATOR, 8 digits,**		1	Unit

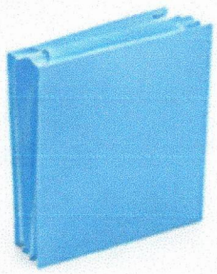
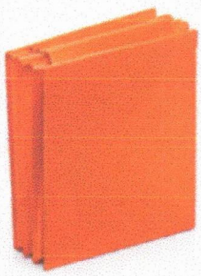
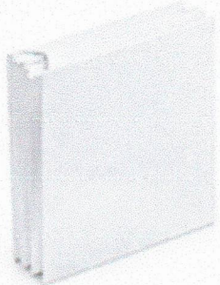
29	**CALCULATOR, JS-40V, Two-way power, 14 digits**		6	Unit
30	**Cellophane Tape 1/2 inch of 50yards**		7	Unit
31	**Cellophane tape (1inch x 100meter)**		50	Unit
32	**Cellophane tape (3/4inch x 100meter)**		50	Unit
33	**Certificate Frame A4**		30	Piece
34	**CERTIFICATE FRAME, wooden, 8.5" X 11"**		20	Piece
35	**CERTIFICATE FRAME, Wooden, A4 Size**		10	Piece

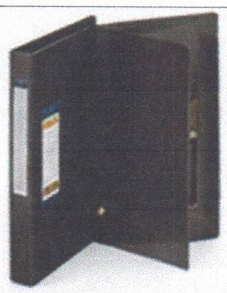
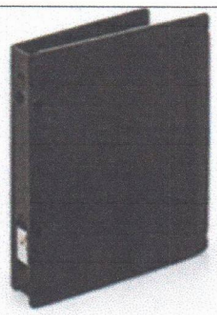
36	**Certificate holder, A4 size**		147	Piece
37	**Certificate holder, legal size**		10	Piece
38	**Certificate holder, short, envelope type**		1	Box
39	**Clear Adhesive Tape (2 inch / 48mm x 200 meters)**		50	Piece
40	**Clip Board 8X13 wooden Clip Board, Thickness 3.7 mm, Metal CLIP (Butterfly Clip)**		10	Piece
41	**COLUMNAR NOTEBOOK, 14 columns**		20	Piece
42	**Comb binder machine/ 24**		1	unit

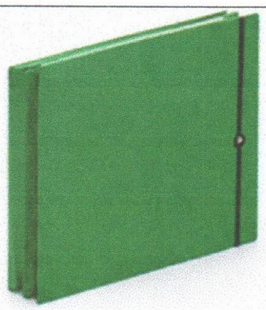
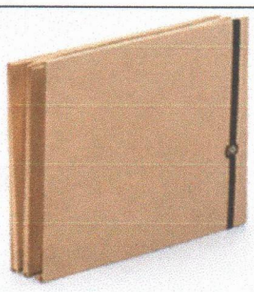
43	**COMPUTER CONTINUOUS FORMS, 2 ply, carbonless, 11" x 9 1/2", 1000's/box**		2	Box
44	**Cork Board (30x40cm) w/ wooden frame**		3	Piece
45	**CORRECTION PEN, 12ml, metal tip**		12	Piece
46	**DATA FILE BOX, with cover, for legal size**		10	Piece
47	**DATER STAMP, 3mm, format: month/day/year, adjustable, ink returning automatic**		6	Piece
48	**DATER STAMP, mini, self-inking**		1	Piece
49	**Document Tray, Metal, 3 layers, Heavy Duty**		4	Unit
50	**Double sided tape 1/2 x 10 meter**		15	Unit

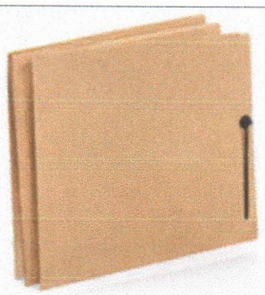
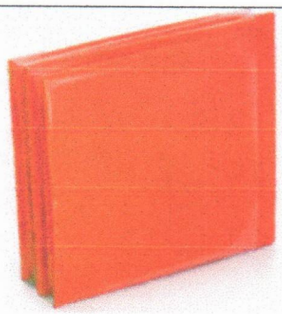
51	**Double sided tape 1x 10meter**		2	Unit
52	**Double sided tape, 1inch**		5	Roll
53	**Double Sided Tape, 24mm x 30M**		10	Unit
54	**Double sided tape.1/4**		6	Roll
55	**Double-Sided Tape, 48mm**		5	Roll
56	**ENVELOPE, brown/documentary, legal size**		150	Piece
57	**ENVELOPE, brown/documentary, legal, 500's/box**		1	Box

58	**ENVELOPE, expanding, kraft board, legal size**		587	Piece
59	**Epson Ink 008 (L15150) DURABrite ET INK, black**		13	Bottle
60	**Epson Ink 008 (L15150) DURABrite ET INK, Cyan**		5	Bottle
61	**Epson Ink 008 (L15150) DURABrite ET INK, magenta**		5	Bottle
62	**Epson Ink 008 (L15150) DURABrite ET INK, yellow**		5	Bottle
63	**Epson Ink, 003, set (Cyan, Magenta, Yellow, Black)**		5	Set

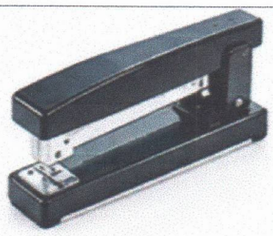
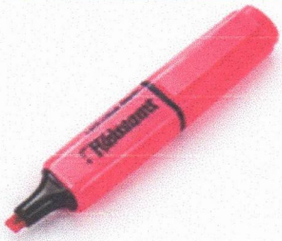
64	**ERASER, rubber**		22	Piece
65	**Expanded Envelope, brown, long with garter**		210	Pack
66	**Expanded Envelope, brown, long**		2	Box
67	**Expanded folder, long, regular size, 100's/box (LIGHT BLUE)**		1	Box
68	**Expanded folder, long, regular size, 100's/box (ORANGE)**		2	Box
69	**Expanded folder, long, regular size, 100's/box (WHITE)**		2	Box

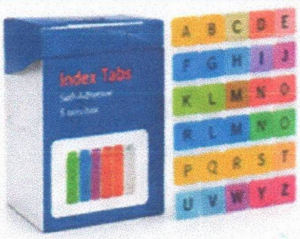
70	Expanding 2-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 3.5cm		5	Piece
71	Expanding 2-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 5.5cm		5	Piece
72	Expanding 3-Ring Binder Folder Arch Binder Ring Clip Foldable Folder Organizer File Folder Long 8cm		5	Piece
73	File Organizer, document, legal size, 2 holes, black		1	Dozen
74	FILE ORGANIZER, plastic, 5 drawers,		4	Piece

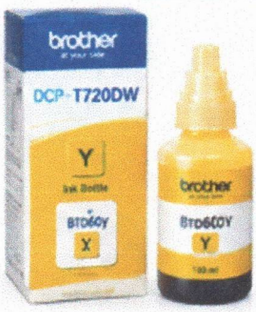
75	**Filing Box (Magazine Box)**		10	Piece
76	**FLASH DRIVE, 64GB, USB 3.0, slide/push & pull type**		6	Piece
77	**Folder Long (white, 16pts thick)**		200	Piece
78	**FOLDER, 3-hole ring binder (2 thick), A4**		33	Piece
79	**FOLDER, expandable/pressboard, GREEN, plain, legal, 100's/box**		14	Box

80	**FOLDER, expandable/pressboard, plain, legal, 100's/box**		224	Box
81	**FOLDER, expanding, kraft board, legal size, Light Green**		200	Piece
82	**Folder, legal size, with plastic jacket, 100 pcs/pack (orange)**		1	Pack
83	**FOLDER, Morocco, fancy, legal, 50's/pack**		4	Pack
84	**FOLDER, Morocco, letter size, blue**		100	Piece

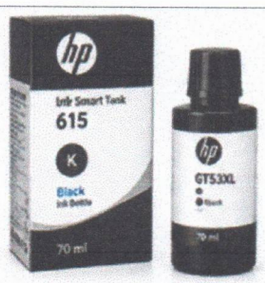
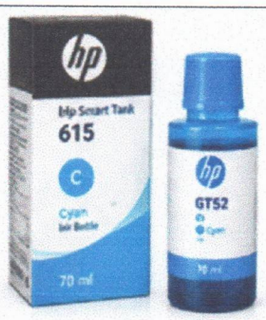
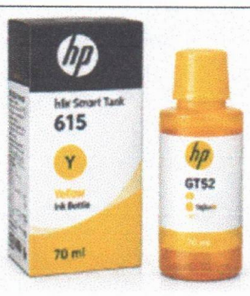
85	FOLDER, tagboard, legal, white, 100's/pack		4	Pack
86	Folder, white, legal size, 14 pts, 100 pcs/box.		19	Box
87	Folder, white, letter size, 14 pts, 100 pcs/box.		1	Box
88	GLUE GUN,		3	Piece
89	GLUE STICK, nontoxic, 40g		20	Piece
90	GLUE, all purpose, nontoxic, 130g		26	Piece
91	GLUE, all purpose, nontoxic, 300g		7	Piece

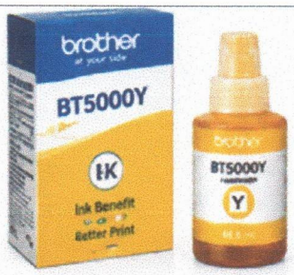
92	HDMI Cable, 1.4v Braided, Heavy duty, 5 meters		1	Piece
93	Heavy Duty Stapler		10	Unit
94	HIGHLIGHTER, gel-typed ink, chiseled tip, green		15	Piece
95	HIGHLIGHTER, gel-typed ink, chiseled tip, orange		35	Piece
96	HIGHLIGHTER, gel-typed ink, chiseled tip, yellow		35	Piece
97	HIGHLIGHTER, gel-typed ink, chiseled, pink		10	Piece

98	**INDEX TAB, self-adhesive, with alphabet letters in each, 5 sets/box**		15	Box
99	**Ink (Epson L3210, T6641, Black), 70 ml**		12	Bottle
100	**Ink EPSON 664 Black**		38	Bottle
101	**Ink EPSON 664 Cyan**		18	Bottle
102	**Ink EPSON 664 Magenta**		8	Bottle
103	**Ink EPSON 664 Yellow**		18	Bottle

104	Ink for Brother DCP-T720DW, Black		6	Bottle
105	Ink for Brother DCP-T720DW, Cyan		4	Bottle
106	Ink for Brother DCP-T720DW, Magenta		4	Bottle
107	Ink for Brother DCP-T720DW, Yellow		4	Bottle
108	Ink for Brother L15150 #008 Black		15	Bottle
109	Ink for Brother L15150 #008 Cyan		15	Bottle

110	**Ink for Brother L15150 #008 Magenta**		15	Bottle
111	**Ink for Brother L15150 #008 Yellow**		15	Bottle
112	**Ink for Brother printer, BT5000 CYM**		5	Set
113	**Ink for Epson printer, 003 Bk**		50	Bottle
114	**Ink for Epson printer, 003 Cyan**		19	Bottle

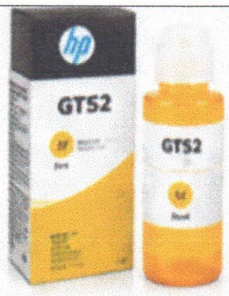
115	Ink for Epson printer, 003 Magenta		19	Bottle
116	Ink for Epson printer, 003 Yellow		19	Bottle
117	INK for HP Smart Tank, 615 Black		18	Bottle
118	INK for HP Smart Tank, 615 Cyan		9	Bottle
119	INK for HP Smart Tank, 615 Magenta		9	Bottle
120	INK for HP Smart Tank, 615 Yellow		9	Bottle

121	INK, Brother BT5000C		57	Bottle
122	INK, Brother BT5000M		59	Bottle
123	INK, Brother BT5000Y		59	Bottle
124	INK, Brother BT6000BK		12	Bottle
125	INK, Brother BTD60		12	Bottle
126	INK, Brother BTD60BK.		69	Bottle

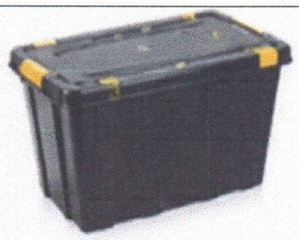
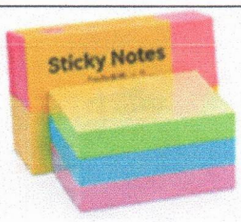
127	INK, EPSON Black #008 Eco tank, 127ml		22	Bottle
128	INK, EPSON Cyan #008 70ml, Eco tank,		8	Bottle
129	INK, EPSON Magenta #008 70ml, Eco tank		8	Bottle
130	INK, EPSON Black #001		10	Bottle
131	INK, EPSON Cyan #001		10	Bottle
132	INK, EPSON Magenta #001		10	Bottle

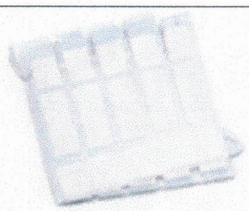
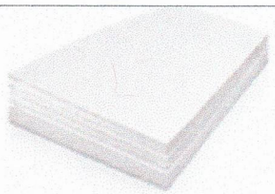
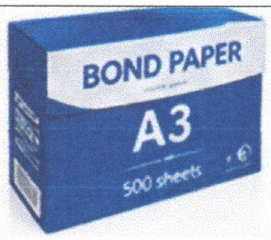
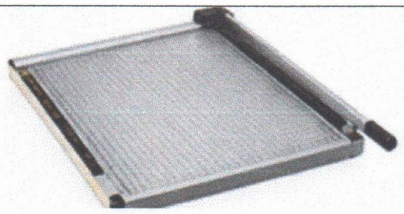
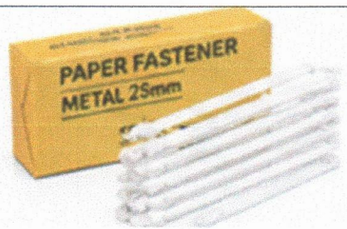
133	INK, Epson T6641, black, 70mL		56	Bottle
134	INK, Epson T6642, cyan, 70mL		37	Bottle
135	INK, Epson T6643, magenta, 70mL		37	Bottle
136	INK, Epson T6644, yellow, 70mL		37	Bottle
137	INK, Epson WorkForce Pro WF-C5790, Blk		3	Cartridge
138	INK, Epson WorkForce Pro WF-C5790, Cyan		3	Cartridge
139	INK, Epson WorkForce Pro WF-C5790, Magenta		3	Cartridge

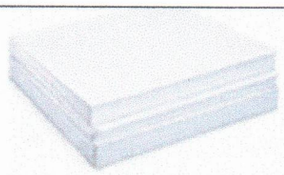
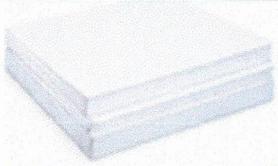
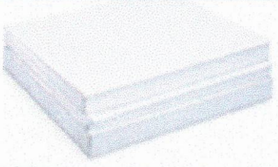
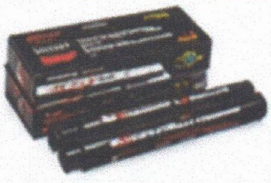
140	**INK, Epson WorkForce Pro WF-C5790, Yellow**		3	Cartridge
141	**INK, EPSON Yellow #001**		10	Bottle
142	**INK, EPSON Yellow #008 ecotank**		8	Bottle
143	**INK, Epson, 003, Black, 70 ml**		54	Piece
144	**INK, Epson, 003, Cyan, 70 ml**		34	Piece
145	**INK, Epson, 003, Magenta, 70 ml**		34	Piece

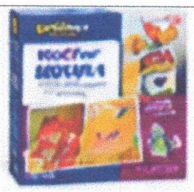
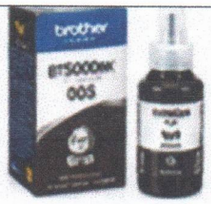
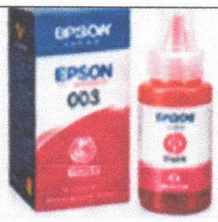
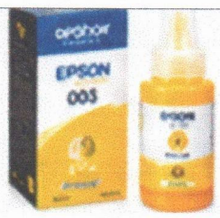
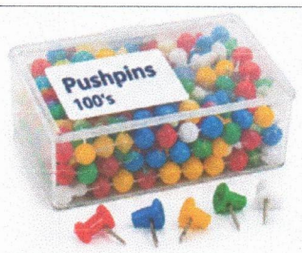
146	INK, Epson, 003, Yellow, 70 ml		43	Piece
147	INK, HP GT52 Cyan		10	Piece
	INK, HP GT52 Magenta		10	Piece
149	INK, HP GT52 Yellow		10	Piece
150	INK, HP GT53 Black		11	Piece
151	INK, marking pen, permanent, black, 30ml		14	Bottle

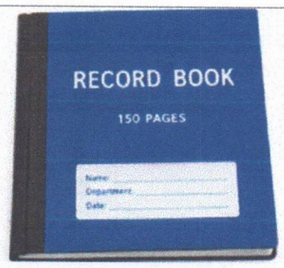
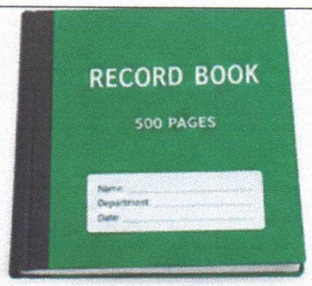
152	INK, marking pen, whiteboard, 30mL, black		85	Bottle
153	Ink, refill, brother, BT D60, black		10	Bottle
154	Ink, Refill, Brother, BT5000C		2	Bottle
155	INK, stamp pad, black, 50mL,		5	Bottle
156	Laminating machine, heavy duty (for long & short)		1	Unit
157	LAMINATING POUCHES/FILM, 125mic, 222mm x 286mm, 100 sheets/box		2	Box
158	LAMINATING POUCHES/FILM, 125mic, 222mm x 335mm, 100 sheets/box		1	Box

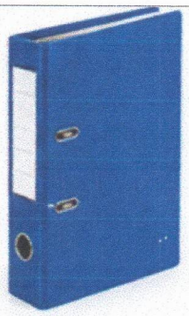
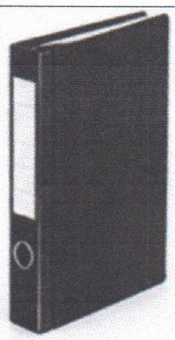
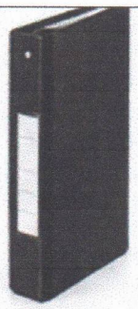
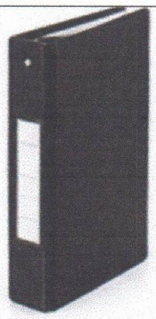
159	Marker, highlighter, 3 assorted color/set		12	Set
160	Marker, permanent, board, black		12	Piece
161	MARKING PEN, permanent, broad, black, branded		10	Piece
162	MEGABOX/STORAGE BOX, 120L		4	Piece
163	MONEY BAG, pouch type		2	Piece
164	Morocco Sheets, Short, Blue		100	Sheet
165	NOTEPAD, 2x2, 100's		20	Pad
166	Notes, sticky, 3x3", 100's/pad, yellow, white, green colors, best buy		35	Pad

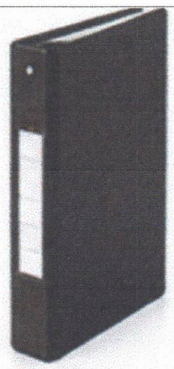
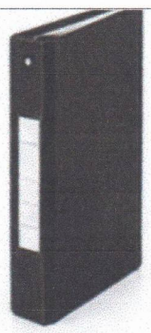
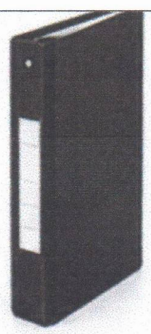
167	Packing tape, 3 inch		10	Piece
168	PAGE MARKER/TABBINGS, white		85	Pad
169	Paper Board, Vellum White, Legal, 180 gsm		25	Pack
170	Paper Board, Vellum, White, Short, 200 GSM, 10 sheets/pack		20	Pack
171	Paper Bond, A3, 500 sheets/ream		30	Ream
172	paper cutter board, heavy duty (21 inches x 16 inches)		1	unit
173	PAPER FASTENER, for paper, plastic, 50 sets/box		203	Box
174	PAPER FASTENER, non-rust, metal, 25mm, 50 sets/box		8	Box

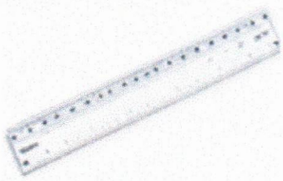
175	Paper Tape		40	Piece
176	PAPER, bond, 80 gsm, Long, 500 sheets/ream		25	Ream
177	PAPER, specialty, legal, 120gsm, 10 sheets/pack, white		30	Pack
178	PAPER, specialty, letter, 120 gsm, 10 sheets/pack, white		42	Pack
179	PAPER, sticker, ink jet friendly, 10 sheets/pack, white, letter size		40	Pack
180	Paper, Vellum Board, 200gsm, legal size		80	Ream
181	Permanent Marker (Black & Broad)		37	Piece
182	Permanent Marker Pen, Black, Broad Tip 12's/box		12	Box
183	Permanent Marker Pen, Blue, Broad Tip 12's/box		11	Box

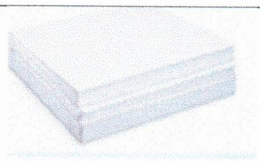
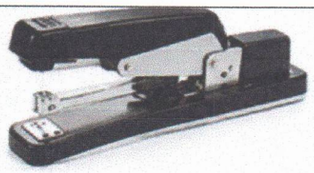
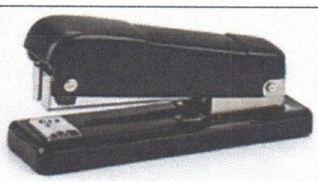
184	Photo paper, high gloss, good quality for inkjet printer, 20's per pack, A4 size		70	Pack
185	Printer Ink (L3210-003)-Black 70ml		15	Bottle
186	Printer Ink (L3210-003)-Cyan 70ml		8	Bottle
187	Printer Ink (L3210-003)-Magenta 70ml		8	Bottle
188	Printer Ink (L3210-003)-Yellow 70ml		8	Bottle
189	PUNCHER, 3-hole, 30 sheets adjustable, heavy duty		1	unit
190	PUSH PIN, hammer head type, 100's/box		6	Box
191	PUSHPINS, 100's/box		3	Box

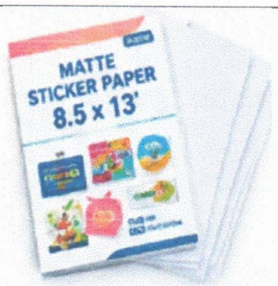
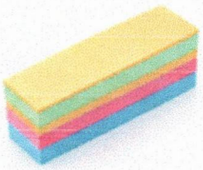
192	**RECORD BOOK, official, 150 pages**		8	Piece
193	**RECORD BOOK, official, 500 pages**		36	Piece
194	**RIBBON, Black, for Epson FX-2190**		1	Cartridge
195	**RIBBON, black, S015632, for Epson LX-310**		36	Cartridge
196	**RIBBON, black, S015634, for Epson LQ-310**		12	Cartridge
197	**Ring Binder, 1 1/2"**		80	Piece

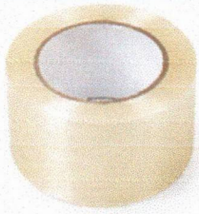
198	Ring Binder, 1/2"		15	Piece
199	Ring binder, 1/4 x 44, spine, plastic, black		15	Piece
200	Ring Binder, 2"		15	Piece
201	RING BINDER, spine, 1 x 44, plastic, black		114	Piece
202	RING BINDER, spine, 2 x 44, plastic, black		106	Piece

203	RING BINDER, spine, 3/4 x 44, plastic, black		26	Piece
204	RING BINDER, spine, 5/8 x 44, plastic, black		20	Piece
205	RING BINDER, spine. 1/2 x 44, plastic, black		20	Piece
206	Rubber Stamp (APPROVED) 1.5cm x 4cm		3	Piece
207	Rubber Stamp (CANCELLED) 3cm x 4.5m		3	Piece
208	Rubber Stamp (CERTIFIED PHOTOCOPY) 3cm x 5cm		3	Piece

209	Rubber Stamp (CERTIFIED TRUE COPY) 3cm x 5cm		3	Piece
210	Rubber Stamp (RECEIVED) 1.5cm x 4cm		3	Piece
211	Rubber Stamp, "RECORDED", 1.5cm x 4cm		4	Piece
212	RULER, plastic, 12"		7	Piece
213	Scissors, 9", Heavy duty, office use		5	Piece
214	Scotch Tape Dispenser, 1inch		4	Unit
215	SIGN PEN, 0.5mm ball, green		12	Piece

216	Specialty paper, 200gsm, 8.5x13		5	Pack
217	Stamp pad		15	Piece
218	STAPLE REMOVER, twin jaws		2	Piece
219	Stapler, #35, 20 sheets, full strip with built in remover and wire		3	Piece
220	STAPLER, heavy duty, staple up to 70 sheets of paper (80gsm), adjustable paper stop, stapling depth: 53mm, for 9/8-10 and 23/8-10 staples, convenient, top loading refill mechanism		2	Piece
221	STAPLER, with remover, heavy duty, #10		5	Piece
222	STAPLER, with remover, heavy duty, #35		23	Piece
223	STICKER PAPER, inkjet friendly, Matte, 10 sheets/pack, white, letter size		10	Pack

224	Sticker paper, matte, 8.5x13		5	Pad
225	STICKY NOTE, 3x1		5	Pad
226	STICKY NOTE, 3x3 5pads/set		7	Set
227	Sticky notes stylish film index		4	Set
228	Sticky Notes, small (Sign here)		48	Piece
229	TAPE, double-sided, 1", 10 meters		4	Roll
230	TAPE, double-sided, 2", 10 meters		3	Roll

231	TAPE, duct, 2"x 10m, good quality, color: gray		7	Roll
232	TAPE, masking, 1", 50 meters		30	Roll
233	TAPE, transparent, 1", 30 meters		56	Roll
234	TAPE, transparent, 1/2", 30 meters		15	Roll
235	TAPE, transparent, 2", 80 meters		14	Roll
236	THUMBTACKS, 100's/box		7	Box
237	White Board Eraser		15	Unit
238	Specialty / Board Certificate Paper Cream/A4 200gsm 65cm, 100's/ ream		17	Ream

III. DELIVERY

The purchased items shall be delivered within **forty-five (45)** 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

Minimum of **One (1) Year**, where applicable, against defects in materials and workmanship. Defective or non-conforming items shall be replaced by the supplier at no additional cost to the Procuring Entity.

Note: For ordinary consumable office supplies such as bond paper, pens, folders, envelopes, and similar items, a one-year warranty may not be appropriate. For these, it is often better to require **replacement of defective, damaged, or non-conforming items upon delivery/inspection**.

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.