



Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 13297968
Procuring Entity PALAWAN STATE UNIVERSITY
Title PROCUREMENT AND DELIVERY OF FILING CABINETS FOR CLUSTER, AND CAMPUS REGISTRAR OFFICES, AND CLASSROOM ARMCHAIRS FOR BATARAZA CAMPUS OF PALAWAN STATE UNIVERSITY DEL SUR CLUSTER
Area of Delivery Palawan

Solicitation Number:	PSU-GOODS-RFQ-SVP-2026-056	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	5
Category:	Furniture	Date Published	21/10/2026
Approved Budget for the Contract:	PHP 680,000.00	Last Updated / Time	21/10/2026 00:00 AM
Delivery Period:	30 Day/s	Closing Date / Time	26/10/2026 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 20/10/2026

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PALAWAN STATE UNIVERSITY
Puerto Princesa City

Date: October 21, 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. 26-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	15	Piece	Filing Cabinet (Vertical 4 Drawers with Central Lock)		
2	250	Piece	Armchair, Classroom		

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

**PROCUREMENT AND DELIVERY OF FILING CABINETS FOR CLUSTER,
AND CAMPUS REGISTRAR OFFICES, AND CLASSROOM ARMCHAIRS
FOR BATARAZA CAMPUS OF PALAWAN STATE UNIVERSITY DEL SUR
CLUSTER**

**TERMS OF
SPECIFICATIONS**



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 FILING CABINETS FOR CLUSTER, AND CAMPUS REGISTRAR
OFFICES, AND CLASSROOM ARMCHAIRS FOR BATARAZA CAMPUS OF PALAWAN STATE
UNIVERSITY DEL SUR CLUSTER**

ABC: Php 680,000.00
Source of Fund: 164
Proponent: Procurement Office

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PROCUREMENT AND DELIVERY OF FILING CABINETS FOR CLUSTER, AND CAMPUS REGISTRAR OFFICES, AND CLASSROOM ARMCHAIRS FOR BATARAZA CAMPUS OF PALAWAN STATE UNIVERSITY DEL SUR CLUSTER

TERMS OF SPICIFICATIONS

I. Background and Overview

The different colleges and offices of the University usually request supplies, materials, and equipment for their operational needs and submit approved Purchase Requests (PRs) to the Procurement Office for Consolidation.

As per IRR of RA-No.12009

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

Whereas, Section 40.2 Procuring Entities are authorized to procure the CSE from other sources in any of the following instances:

- a)If the CSE is unavailable due to zero inventory, in which case the Procuring Entity shall secure a Certificate of Non-Availability of Stocks by downloading from the PhilGEPS Electronic Catalogue;
- b)If the technical specifications of the CSE are not sufficient to meet the Procuring Entity’s specific needs and requirements, in which case the PE shall secure a complete list of technical specifications of all CSE items by downloading from the PhilGEPS Electronic Catalogue;
- c)If the available stock of the CSE is not sufficient to meet the required quantity of the Procuring Entity, in which case the Procuring Entity shall generate and download the current Stock Position Report from the PhilGEPS Electronic Catalogue showing the available stock at the specific time and date of access; and d) When the BAC, upon recommendation of the End-User or Implementing Unit, has resolved that the procurement from other sources is for reasons of efficiency, practicality, or economic viability.

II. LIST OF ITEMS

PSU DEL SUR CLUSTER				
Item #	Per Office Item #	Particulars/Specifications	Unit of Measure	Total Quantity
1	1	FILING CABINET, Four (4) drawers Material/Description: Powdered coated metal, Gauge 21, plastic roller for railing. Locking System: Centralized/knockdown (KD) locking system that secures all four drawers with one key File Compatibility: Fits A4, Foolscap (FC), letter, and legal-size hanging folders. Handles: Recessed plastic or metal handles, often equipped with integrated label slots. Colors: Commonly available in Light Gray, Beige, or Dark Gray	Piece	15



		CLASSROOM ARMCHAIR Material: 100% virgin plastic resin , Heavy duty plastic material (100% High-quality molded polypropylene plastic). Smooth, easy-to-clean, and stain-resistant surface, engineered to handle institutional wear and tear, supporting loads up to 200 kg. Writing Board Width: 249 mm (24.9 cm). Certifications: Formally tested under BPS (Bureau of Philippine Standards) and ISO Certified.		
2	2		Piece	250

III. DELIVERY

The purchase items shall be delivered within **thirty (30)** days upon receipt of the Purchase Order (P.O.) in case of goods. Free on-board Destination (FOB)

Items	Place of Delivery
Items Number 1 to 2	PSU DEL SUR CLUSTER – BATARAZA

IV. PAYMENT TERMS

For the Procurement and Delivery of Filing Cabinets for Cluster, and Campus Registrar Offices, and Classroom Armchairs for Bataraza Campus of Palawan State University Del Sur Cluster, payment will be made in full after the final acceptance of the project.

V. WARRANTY

1% retention in the total contract price of the project will be applied and (1) year warranty, Installation, and after sales services shall be provided by the winning bidder in case of Equipment.

VI. OTHERS CONDITIONS

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

Prepared by: 
ZUSMITA MAY S. HASSAN
Procurement Officer, Del Sur Cluster

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