



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
PHILIPPINE NATIONAL POLICE ACADEMY
BIDS AND AWARDS COMMITTEE
Camp General Mariano N Castañeda, Silang, Cavite



REQUEST FOR QUOTATION No. PNPA-PNPTR-2024-130

The **PNPA Bids and Awards Committee** intends to procure **Office Supplies (Support for Administrative and Operational Activities) (June 2024)** for the Philippine National Police Academy in accordance with Section 52 (Shopping) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Million Pesos (PhP1,000,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the project described herein, **subject to the Terms and Conditions** provided on the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your Authorized Representative **not later than October 17, 2024 (Thursday) at 10:00 AM** at the Philippine National Police Academy, Bids and Awards Committee Office, Camp Gen Mariano N Castañeda, Silang, Cavite.

A copy of your Certificate of PhilGEPS Registration (Platinum Membership) is also required to be submitted along with your signed quotation/proposal in accordance with Section 8.5.2 of the 2016 IRR of RA No. 9184.

The **Omnibus Sworn Statement (GPPB-prescribed forms) and Income/Business Tax Return** will also be required to be submitted *prior to award*.

The posting of Performance Security and Warranty Security for suppliers/distributors/contractors declared with the Lowest Calculated and Responsive Quotation shall be required.

For any clarification, you may contact us at telephone no. **0995-358-0805** or email address: **pnpabacsec2021@gmail.com**.


PCOL ROMEO RUEL R BERANGO
Chairman, PNPA BAC

Date OCT 09 2024



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Name of Company:	
Address:	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS

1. Accomplish this RFQ correctly, accurately and correctly.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory.
4. Failure to comply with any of the mandatory requirements will disqualify your entire submitted quotation.

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

<u>TECHNICAL SPECIFICATIONS</u>					
<ol style="list-style-type: none"> 1. Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free. 2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification 					
Procurement of Office Supplies (Support for Administrative and Operational Activities) June 2024					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Printer Ink, Black 70ml/btl	80			
2	Printer Ink, Cyan 70ml/btl	80			
3	Printer Ink, Magenta 70ml/btl	80			
4	Printer Ink, Yellow 70ml/bottle/btl	80			
5	Folder, fancy, A4 50pcs/bundle	68			
6	Folder, fancy, Long 50pcs/bundle	67			
7	Expanding envelope legal size 100s/pack	40			
8	Expanding envelope legal size 100s/pack	30			
9	White board marker red bullet type 12s/box	180			
10	White board marker blue bullet type 12s/box	180			
11	White board marker black bullet type 12s/box	180			
12	Sign pen liquid/ gel ink 0.7mm red 12s/ box	95			
13	Sign pen liquid/ gel ink 0.7mm blue 12s/ box	95			
14	Sign pen liquid/ gel ink 0.7mm black 12s/ box	95			
15	Fastener, metal 70mm	94			



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16	Documentary envelope legal size 100s/ box	45			
17	Documentary envelope A4 size 100s/ box	55			
18	Record book size 7x11 300 pages 10 pcs/pack	45			
19	Record book size 7x11 500 pages 10 pcs/pack	45			
20	Folder, with tab, A4 100 pcs/pack	54			
21	Folder, with TAB, LEGAL 100 pcs/pack	55			
22	Folder, Clear Cover, legal size, 100s/pck	55			
23	Folder, Clear Cover,A4 size, 100s/pck	55			
24	Expanding envelope legal size 100s/pack	30			
25	Flash Drive, 16GB	7			
26	Bondpaper 70gsm sub20 Legal size 500s 5 reams/ box	55			
27	Bond paper 80gsm sub24 Legal size 500s 5 reams/box	55			
28	Bond paper 80gsm sub24 A4 size 500s 5 reams/ box	55			
29	Bond paper 70gsm sub20 A4 size 500s 5 reams/ box	55			
30	Ball point pen red 25s/box	195			
31	Ball point pen blue 25s/box	195			
32	Ball point pen black 25s/box	195			

**The above-quoted prices are inclusive of all costs and applicable taxes.*

Annex "A" - SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the work duration.

Item	Description	Total Quantity	Delivery
I	Procurement of Office Supplies (Support for Administrative and Operational Activities) June 2024		Within 7 calendar days upon receipt of NTP

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No.

Email Address/e



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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
One Million Pesos	In Words
PhP1,000,000.00	In Figures

Payment Details	Payment shall be made promptly, but in no case later than sixty (60) days, through Landbank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No.

Email Address/es



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TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required on this form.
2. Price quotation/s must be valid for a period of *ninety (90) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of a contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Procuring Entity shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Procuring Entity shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Procuring Entity shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No.

Email Address/es



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