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-2025-07

The **PNPA Bids and Awards Committee** intends to procure **Procurement of Office Supplies (Support for Administrative and Operational Activities) (November 2024)** at 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 **Three Hundred Thousand Pesos (PhP300,000.00)**. 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 March 18, 2025 (Tuesday) at 2:00 PM** at the Philippine National Police Academy, Bids and Awards Committee, Camp BGen Mariano N Castañeda, Silang, Cavite.

A copy of your Certificate of Phil-GEPS 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 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 JASON L CAPOY
Chairman, PNPA BAC

Date MAR 07 2025

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:

TECHNICAL SPECIFICATIONS

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

Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Clear book Long, Red/24 pcs/box	25			
2	Clear book Long, Green/24 pcs/box	25			
3	Clear book Long, Blue/24 pcs/box	25			
4	Expanding envelope A4 size 100s/pack	30			
5	Expanding envelope Legal size 100s/pack	25			
6	Folder with tab legal size 100s/pack	20			
7	Folder clear cover legal size 100s/pack	22			
8	Folder clear cover A4 size 100s/pack	20			
9	Folder fancy A4 50s/bundle	25			
10	Folder fancy legal 50s/bundle	20			
11	Glue 12s/box	15			
12	Highlighter 6s/pck	15			
13	White board marker black bullet type 12s/box	30			
14	White board marker blue bullet type 12s/box	25			
15	White board marker red bullet type 12s/box	25			

16	Staples 10s/box	15			
17	Staple Remover Heavy Duty	12			
18	Sticky notes 12s/box	18			

**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	**Office Supplies**	1	Within 7 days upon receipt of NTP

____
Signature over Printed Name

____
Position/Designation

____
Office Telephone No./Mobile No.

____
Email Address/es

FINANCIAL OFFER	
Approved Budget for the Contract	**Your Total Offered Quotation**
Three Hundred Thousand Pesos	In Words
PhP300,000.00	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

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