



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-3-026-98-2023

The **PNPA Bids and Awards Committee** intends to procure **Office Supplies Expenses (Jun)** at the Philippine National Police Academy in accordance with Section 53.9 (Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 Sixth Edition. The Approved Budget for the Contract (ABC) is **Nine Hundred Fifty-Seven Thousand Five Hundred Pesos (Php957,500.00)**. 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 April 27, 2023 (Thursday) at 9:00 AM** at the Philippine National Police Academy, Bids and Awards Committee, Camp BGen Mariano N Castaneda, Silang, Cavite. Quotations may also be submitted through email at the address indicated.

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 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**.

**PBGEN CHRISTOPHER C BIRUNG
CHAIRMAN, PNPA BAC**

Date _____

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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 Expenses					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Photo Paper, Glossy A3, 10s orange	50			
2	Sheet Protector, A4, 10s/pack	34			
3	Computer Cartridge, Epson LX 310	80			
4	Colored Paper, Short, Subs 20, 80gsm (Red, Blue & Yellow)	100			
5	Colored Paper, Long, Subs 20, 80gsm (Red, Blue & Yellow)	100			
6	Glue, 3g	50			
7	Bond Paper, Hard Copy, S-24 (Legal)	50			
8	Expanded Folder, legal size	50			
9	Certificate Paper, 120gsm, 10s/pack	80			
10	Plastic Self Sealing Envelope, # 3,100s	80			
11	Plastic Self Sealing Envelope, # 10, 100s	60			
12	Plastic Self Sealing Envelope, # 14, 100s	60			
13	Printing Paper, 8" x 10", Black & White, 50s/bx	30			
14	Barcode Ribbon	62			
15	Cartridge Ink, Canon Pixma IP4970, Magenta	71			
16	Cartridge Ink, Canon Pixma IP4970, Cyan	20			
17	Cartridge Ink, Canon Pixma IP4970, Black	20			

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18	Cartridge Ink, Canon Pixma IP4970, Yellow	20			
19	Expandable Folder, long	50			
20	Scotch Tape, 2" , 48s/bx	20			
21	Computer Ink -Brother DCP-T310 -Black	40			
22	Computer Ink -Brother DCP-T310 -Cyan	40			
23	Computer Ink -Brother DCP-T310 -Magenta	40			
24	Computer Ink -Brother DCP-T310 -Yellow	40			
25	Computer Ink, Cannon # 725, black	50			
26	Computer Ink, Cannon # 726, colored	50			
27	Polygraph Paper (Thermal)	35			
28	Ring Binder, A4, 3 hole, 1"	22			
29	Ring Binder, A4, 3 hole, 2"	50			
30	Computer Ink, EPSON LI1110, Black	40			
31	Computer Ink, EPSON LI1110, Cyan	40			
32	Computer Ink, EPSON LI1110, Yellow	40			
33	Computer Ink, EPSON LI1110, Magenta	40			
34	Masking Tape, 1", 48s/bx	20			
35	Binder Clip 15mm, 12s/Box, Green	50			
36	Binder Clip 19mm, 12s/Box-Black	50			
37	Binder Clip 25mm, 12s/Box- Yellow	50			
38	Binder Clip 32mm, 12s/Box, Blue	50			
39	Binder Clip, 41mm. 12s/ Box, orange	50			
40	Signpen 0.7mm, Black, 12s/Bx	30			
41	Signpen 0.7mm, Blue, 12s/Bx	30			
42	Signpen 0.7mm, Red, 12s/Bx	30			
43	Ballpen., Gel Pen #5	60			
44	Expanded Folder, legal size	90			
45	White board marker, (red, blue, black)	90			
46	Envelope Expanding Kraft 285 gsm for Legal Size. ,100s	8			

**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 Expenses	1	Within 7 days upon receipt of NTP

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No.

Email Address/es

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FINANCIAL OFFER	
Approved Budget for the Contract	Your Total Offered Quotation
Nine Hundred Fifty-Seven Thousand Five Hundred Pesos	In Words
Php957, 500.00	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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