



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-2024-101-050-6**

The **PNPA Bids and Awards Committee** intends to procure **Office Supplies Expenses (August)** 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 August 27, 2024 (Tuesday) at 10:00 AM** at the Philippine National Police Academy, Bids and Awards Committee, Camp BGen Mariano N Castañeda, 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](mailto:pnpabacsec2021@gmail.com)**.

**PBGEN ARNOLD P. ARDIENTE**  
Chairman, PNPA BAC

Date AUG 20 2024

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:

<b><u>TECHNICAL SPECIFICATIONS</u></b>					
<ol style="list-style-type: none"> <li>1. Please quote your <b>best offer</b> for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.</li> <li>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</li> </ol>					
<b>Procurement of Office Supplies Expenses</b>					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Expanding envelope legal size 100s/pack	50			
2	Expanding envelope A4 size 100s/pack	75			
3	Folder, With tab A4 size 100s/pack	45			
4	Folder with Tab LEGAL size 100s/pk	50			
5	Ball point pen black 25S/Box	65			
6	Ball point pen blue 25s/ Box	65			
7	Ball point pen red 25s/box	65			
8	Documentary Envelope A4 size 100s/box	65			
9	Documentary Envelope legal size 100s/box	65			
10	Sign pen liquid/gel ink 0,05mm black 12s/bx	45			
11	Sign pen liquid/gel ink 0,05mm black 12s/bx	45			
12	Sign pen liquid/gel ink 0,05mm black 12s/bx	45			
13	White Board Marker BLACK bullet type 12s/bx	110			
14	White Board Marker BLUE bullet type 12s/bx	110			
15	White Board Marker RED bullet type 12s/bx	110			

16	Printer Ink, Black 70ml/btl	120			
17	Printer Ink, Blue 70ml/btl	120			
18	Printer Ink, MAGENTA 70ml/btl	120			
19	Printer Ink, YELLOW 70ml/btl	120			
20	Record book size 7x11 300 pages 10 pcs/pack	20			
21	Record book size 7x11 500 pages 10 pcs/pack	25			
22	Flash Drive, 8GB	24			
23	Folder, with TAB, LEGAL 100 pcs/pack	20			
24	Folder, Clear Cover, legal size, 100s/pkg	20			
25	Folder, Clear Cover, A4 size, 100s/pkg	20			
26	Folder, fancy, A4 50pcs/bundle	20			
27	Folder, fancy, Long 50pcs/bundle	30			
28	Sticky Notes 12s/box	45			
29	Glue 12s/box	75			
30	Highlighter Stabilo Boss 6s/pck	48			
31	File Folder Organizer long	40			
32	Staples 10s/box	40			
33	Stapler Remover Heavy Duty	42			
34	CLEARBOOK LONG, RED/ 24 PCS/BOX	32			
35	CLEARBOOK LONG, GREEN/ 24 PCS/BOX	32			
36	CLEARBOOK LONG, BLUE/ 24 PCS/BOX	32			
37	CLEARBOOK LONG, YELLOW/ 24 PCS/Bx	32			
38	CLEARBOOK LONG, PINK/ 24 PCS/BOX	16			

*\*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.

<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Delivery</b>
I	<b>Office Supplies Expenses</b>	1	Within 7 days upon receipt of NTP

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No./Mobile No.

\_\_\_\_\_  
Email Address/es

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>Nine Hundred Fifty-Seven Thousand Five Hundred Pesos</b>	In Words
<b>PhP957,500.00</b>	In Figures

<b>Payment Details</b>	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.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

\_\_\_\_\_  
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