



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-2025-03-002-1

The **PNPA Bids and Awards Committee** intends to procure **Office Supplies** 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 Fifty Thousand Pesos (PhP350,000.00)**. 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 February 11, 2025 (Tuesday) at 10:00 AM** 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 BACT

Date FEB 03 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					
<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					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	White board marker black bullet type 12s/box	25			
2	White board marker blue bullet type 12s/box	25			
3	White board marker red bullet type 12s/box	25			
4	Flash drive, 16gb	15			
5	Expanding envelope A4 size 100s/pack	30			
6	Expanding envelope legal size 100s/pack	25			
7	Folder with tab legal size 100s/pack	20			
8	Folder clear cover legal size 100s/pack	22			
9	Folder clear cover A4 size 100s/pack	20			
10	Record book size 7x11 300 pages 10s/pack	40			
11	Record book size 7x11 500 pages 10s/pack	40			
12	Flash drive, 8GB	10			
13	Clear book long, Red/ 24 pcs/box	20			
14	Clear book long, Green/ 24 pcs/box	20			
15	Clear book long, Blue/ 24 pcs/box	20			



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16	Folder fancy A4 50s/bundle	25			
17	Folder fancy legal 50s/bundle	25			
18	Sticky notes 12s/box	20			
19	Glue 12s/box	15			
20	Highlighter 6s/pack	15			
21	File Folder Organizer long	15			
22	Staples 10s/box	15			
23	Stapler Remover Heavy Duty	10			

**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



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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Three Hundred Fifty Thousand Pesos	In Words
PhP350,000.00	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

