



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
ISO 9001:2015 Certified



REQUEST FOR QUOTATION No. 2022-176

The **PNPA Bids and Awards Committee** intends to procure **Office Supplies Expense** at the Philippine National Police Academy in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 Sixth Edition. The Approved Budget for the Contract (ABC) is **Seventy Five Thousand Pesos (Php75,000.00)**. 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 at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your Authorized Representative **not later than July 29, 2022 (Friday) 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), 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 JACK L WANKY
Chairman, PNPA BAC
Date: _____

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 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	PAPER, MULTICOPY, A4, 80 gsm	15			
2	PAPER, MULTICOPY, Legal, 80gsm	15			
3	Glue, all Purpose	15			
4	STAPLE WIRE, standard	5			
5	TAPE, masking,24mm	10			
6	TAPE, transparent, 24mm	10			
7	CORRECTION TAPE, 8m	11			
8	ENVELOPE, documentary, A4	18			
9	ENVELOPE, DOCUMENTARY, for legal size	18			
10	FASTENER, metal, non-sharp edges	14			
11	FOLDER, fancy, with slide, A4	16			
12	FOLDER, fancy, with slide, legal	16			
13	INDEX TAB, self-adhesive, transparent	10			
14	MARKER, permanent, black, bullet type	18			
15	MARKER, permanent, red, bullet type	18			
16	PAPER CLIP, viny/plastic coated, 33mm	14			
17	PENCIUL, lead, with eraser	13			
18	PENCIL SHARPENER, manual, single cutter head	14			

19	PUNCHER, paper, heavy duty	14			
20	SCISSORS, symmetrical	5			
21	STAPLER, standard type	10			
22	TAPE DISPENSER, table top	10			
23	CLEARBOOK, 20 Transparent pockets, A4	13			
24	CLAERBOOK, 20 Transparent pockets, legal	13			
25	ERASER, plastic/rubber	5			
26	SIGN PEN, black	10			
27	SIGN PEN, blue	10			
28	SIGN PEN, red	10			
29	Specialty Paper A4	6			
30	Specialty Paper long	6			
31	Stamp Pad Ink Refill (Black) 1 Liter btl	5			
32	Sticker Paper	5			
33	Sticker (Matte) @ 10pcs/pack	6			
34	INK CART, HP C9351AA, (HP21), Black	10			
35	INK CART, HP C9352AA, (H22), Tri-color	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	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

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Seventy Five Thousand Pesos	In Words
Php75,000.00	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 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 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 to 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