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-2026-22-007-01

The **PNPA Bids and Awards Committee** intends to procure the "**Procurement of Food Supplies (February)"** with an Approved Budget for the Contract of **Five Hundred Thirty-Eight Thousand Five Hundred Pesos (PhP538,500.00)** through **Small Value Procurement** pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

Please submit your duly signed Quotation Form including the Terms and Conditions (Annex A) together with the following documents on or before **2:00 PM of 10 February 2026**;

a. **PhilGEPS Registration Number**
b. **Mayor's/Business Permit**
c. **Notarized Omnibus Sworn Statement and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and to acts to represent the Bidder. Template may access to this link: https://www.gppb.gov.ph/wpcontent/uploads/2023/07/07032023Omnibus-Sworn-StatementRevised-as-of-07.03.2023.docx

We highly encouraged interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotations may be submitted through electronic mail at pnpabacsec2021@gmail.com or physically at Camp General Mariano N Castañeda, Silang, Cavite.

Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of the Philippine National Police Academy (PNPA) reserves the right to reject any and all quotations, declare a failure of procurement, not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact PLTCOL VICTORIANO P PA-AC JR at **0919-633-6978** or send email to **pnpabacsec2021@gmail.com**.

PBGEN ROMEO RUEL R BERANGO
Chairman, PNPA BAC

Date JAN 2 9 2026

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.

4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. 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.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Items delivered shall be inspected on the scheduled date and time of the PNPA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.,* Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.,* the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**

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 PNPA may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

____
Signature over Printed Name

____
Position/Designation

____
Office Telephone No./Mobile No.

____
Email Address/es

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 Instructions and Terms and Conditions, I/we submit our quotation/s 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 "Not Comply" in the column "Bidder's" Statement of Compliance against in each of the individual parameters of each Specification

"Procurement of Food Supplies (February)"

Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)

1	PINEAPPLE JUICE in can 240 ml 12s/box	20			
2	MANGO JUICE in can 240 ml 12s/box	20			
3	ORANGE JUICE in can 240 ml 12s/box	20			
4	Instant Juice powder	70			
5	Chocolate Powder	55			
6	Assorted Cupcakes	55			
7	Menthol Candy	55			
8	Assorted Canned Sodas	40			
9	Assorted Canned Fruit Juices	40			
10	Cup Noodles, Beef Flavor	45			
11	Cup Noodles, Chicken Flavor	45			
12	Cup Noodles, Seafood Flavor	45			
13	Cup Noodles, Bulalo Flavor	46			
14	3-in-1 Coffee	57			
15	Instant Coffee, black	55			
16	Bottled Water 350 ml 40s/box	50			
17	Sliced Cakes 6s/pack	50			
18	Green Tea / Box	40			
19	Yellow Tea / Box	40			
20	Coffee Granule / Per Kilo	35			
21	Coffee Creamer Individual Sachet / Pack	35			
22	Bottled Water 350ml/Box	45			
23	Classic White Bread	45			
24	SLICE high fiber bread	45			
25	Assorted Chips/ Pack	45			
26	Muscovado Sugar Individual Sachet/ Pack	40			
27	Stevia Sugar Individual Sachet/ Pack	50			
28	Trail Mix fruits & Nuts/ Pack	30			
29	Toasted Garlic Nuts/ Pack	45			
30	Cashew Nuts/ Pack	45			
31	Sandwich Spread (Chicken) 470 ML/ Jar	45			
32	Sandwich Spread (Tuna) 470ml/ Jar	45			
33	SANDWICH SPREAD Cheese Pimiento 470 ML 12 jars/pack	40			
34	Sandwich Spread Mayonnaise 3.5L/ Jar	15			
35	Cookies /Pack	50			
36	Sugar (Brown) Individual Sachet/Pack	50			
37	Sugar (White) Individual Sachet/Pack	50			
38	Biscuits /Pack	55			
39	Assorted Candies/ Pack	55			
40	Soda in Can/ Pack	46			
41	Soda Zero in Can/ Pack	46			
42	Pineapple Juice In Can /Pack	58			
43	Four Season Juice In Can / Pack	55			

SCHEDULE OF REQUIREMENTS			
Item	**Description**	**Total Quantity**	**Delivery**
I	**"Procurement of Food Supplies (February)"**	1	Within seven (7) calendar days upon receipt of the Notice to Proceed (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**
Five Hundred Thirty-Eight Thousand Five Hundred Pesos	In Words
PhP538,500.00	In Figures

Payment Details	1. Payment shall be made in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of service invoice and issuance of certificate of acceptance by the end-user. The corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
Banking Institution	
Account Number	
Account Name *(should be the exact account name as registered in the bank)*	
Bank Branch	

____
Signature over Printed Name

____
Position/Designation

____
Office Telephone No./Mobile No.

____
Email Address/es