



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-2026-52-001-1**

The **PNPA Bids and Awards Committee** intends to procure the **“Office Supplies (March)”** with an Approved Budget for the Contract of **One Hundred Ninety-Three Thousand One Hundred Thirty-Three Pesos and Sixty-Eight Centavos (PhP193,133.68)** 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 **10:00 AM of 20 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](mailto: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.



*“Bagong PNP para sa Bagong Pilipinas: Serbisyong Mabilis, Tapat, at Nararamdaman”*

SECURITY ADVICE: This Document and all the information stated herein are intended for the recipient’s official internal use only and should not be disclosed to any other agency or third party without the written consent of the appropriate authority.

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 *RM*

Date FEB 11 2026



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## 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.



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

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

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

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



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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 Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<u>TECHNICAL SPECIFICATIONS</u>					
<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 "Not Comply" in the column "Bidder's" Statement of Compliance against in each of the individual parameters of each Specification</li> </ol>					
"Office Supplies (March)"					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Accordion file with handle per piece	20			
2	Accordion file without handle per piece	20			
3	Acetate Gauge #3 Transparent per roll	10			
4	Brown envelope, documentary, A4, 500 pieces per box	10			
5	Brown envelope, documentary, legal, 500 pieces per box	10			
6	Binder clip 2", 12 pieces per box	45			
7	Binder clip 1 5 per 8", 12 pieces per box	45			
8	Binder clip 1 1 per 4", 12 pieces per box	45			
9	Binder clip 1", 12 pieces per box	45			
10	Binder clip 3 per 4", 12 pieces per box	45			
11	Clip board with cover metal, long black, 24 pieces per box	5			
12	Cork bulletin board wooden frame per piece	25			
13	Correction pen 7ml, 12 pieces per pack	15			
14	Correction tape, 3 pieces per pack	15			
15	Data folder per piece	45			
16	Double adhesive tape, 1.2x10mmx50m per piece	45			
17	Double side tape foam per piece	45			



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18	Eraser, eco aq112 small 2 pieces per pack	45		
19	Fastener, non-rust metal 70mm, 50 pieces per box	80		
20	Fastener, metal 70mm 50 sets per box	80		
21	File folder, fancy, a4 size 50pieces per bundle	20		
22	File folder, fancy, legal size 50pieces per bundle	15		
23	Folder a4 white 100 pieces per pack	20		
24	Folder legal white 100 pieces per pack	20		
25	Glue all purpose, 26 grams per piece	15		
26	Glue gun per piece	15		
27	Highlighter pen (green) 10 pieces per box	20		
28	Highlighter pen (orange) 10 pieces per box	20		
29	Index divider A4 10pieces per pack	30		
30	Dater per piece	10		
31	Kraft paper coin envelope 200pieces per pack	20		
32	Note flag, Sign Here 1X1.17 " 50sheet per pad	40		
33	Note flag, Sign Here Index Film 50sheet per pad	40		
34	Paper Clip, 50mm per box	22		
35	Plastic push pin, 100pieces per box	35		
36	Ring binder, plastic, 32mm, 10 pieces per bundle	15		
37	Ring binder, plastic, 50mm, 10 pieces per bundle	15		
38	Scissors per piece	11		
39	Scotch tape 1x50 30rolls per box	19		

### SCHEDULE OF REQUIREMENTS

Item	Description	Total Quantity	Delivery
I	<b>"Office Supplies (March)"</b>	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



<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>One Hundred Ninety-Three Thousand One Hundred Thirty- Three Pesos and Sixty-Eight Centavos</b>	In Words
<b>PhP193,133.68</b>	In Figures

<b>Payment Details</b>	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 <i>(should be the exact account name as registered in the bank)</i>	
Bank Branch	

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

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

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

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

