



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. 5020301000-2026-61-019-03

The **PNPA Bids and Awards Committee** intends to procure the **“Procurement of Office Supplies (April)”** with an Approved Budget for the Contract of **One Million Seventy-Seven Thousand Five Hundred Eighty-Three Pesos and Thirty-Three Centavos (PhP1,077,583.33)** 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 17 April 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.



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

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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 PMAJ LLOYD VINCENT C NOVILLA at 0966-526-0957 or send email to pnpacsec2021@gmail.com.


PBGEN ROMEO RUEL R BERANGO
Chairman, PNPA BACg

Date 13 APR 2026



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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.

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:

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 "Not Comply" in the column "Bidder's Statement of Compliance" against in each of the individual parameters of each Specification 					
"Procurement of Office Supplies (April)"					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Comb binder rings A4 10mm 100s/ Box	40			
2	Comb binder rings A4 12mm 100s/ Box	40			
3	Comb binder rings Legal 8mm100s/ Box	40			
4	Comb binder rings Legal 12mm 100s/ Box	40			
5	Correction Tape	60			
6	Data File Box	50			
7	PAPER, multi-Purpose, A4	250			
8	PAPER, multi-Purpose, 70gsm, (min.) legal	50			
9	Notepad stick on 3"x5" 4pcs/pack 200 sheets	180			
10	Sign here tab/stickers 100 sheets/ Pack	150			
11	Arch file folder 3"/ Pcs	150			
12	Mimeographing paper 49gsm/ Reams	50			
13	Tabletop organizer/ pcs	50			
14	Single hole puncher/ pcs	70			
15	Drawer organizers /Pcs	150			
16	Tape, duct/ pcs	150			



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17	ID Clip 100s/box	50			
18	ID Holder 50s/box	70			
19	Stapler, seamless/ pcs	70			
20	refill clip for seamless stapler 30s/ box	90			
21	Velcro cable tie 5 m/ roll	60			
22	Sticker paper matte 100 s/pack	150			
23	Manila paper 12s / pack	88			
24	Colored papers 100s/pack	88			
25	Columnar book/ pcs	120			
26	Coin envelope brown 500s/pack	90			
27	Flash drive 16GB/pcs	50			
28	Documentary envelope Legal 100s/box	80			
29	Documentary envelope A4 100s/box	80			
30	Expanding Envelope legal size 100s/pack	50			
31	White board marker black bullet type 12s/box	80			
32	White board marker blue bullet type 12s/box	80			
33	White board marker red bullet type 12s/box	80			
34	Sticky Notes 12s/box	89			
35	Glue 12s/box	55			
36	Highlighter 6s/pack	70			
37	Clip, Backfold, 25mm	70			
38	Clip, Backfold, 50mm	91			
39	Ink refill, black/pcs	150			
40	Ink refill, cyan/pcs	150			
41	Ink refill, yellow/pcs	150			
42	Ink refill, magenta/pcs	150			

SCHEDULE OF REQUIREMENTS

Item	Description	Total Quantity	Delivery
I	“Procurement of Office Supplies (April)”	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
One Million Seventy-Seven Thousand Five Hundred Eighty- Three Pesos and Thirty-Three Centavos	In Words
PhP1,077,583.33	In Figures

Payment Details	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

