



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. 5020301000-2026-77-004-3

The PNPA Bids and Awards Committee intends to procure the “Procurement of Office Supplies” with an Approved Budget for the Contract of **One Million Six Hundred Fifty-Eight Thousand Nine Hundred Pesos (PhP1,658,900.00)** 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 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.



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 BAG

Date 13 APR 2025



"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.

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.



"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.

Signature over Printed Name

Position/Designation

Office Telephone No./Mobile No.

Email Address/es



"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.

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:

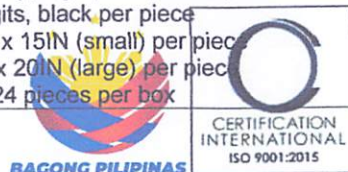
After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

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 Office Supplies"

Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Ballpen, black 24 pieces per box	80			
2	Ballpen, blue 24 pieces per box	80			
3	Ballpen, red 24 pieces per box	80			
4	Ballpen, .05 black 12 pieces per box	90			
5	Ballpen, .05 blue 12 pieces per box	90			
6	Ballpen, .05 red 12 pieces per box	90			
7	Bond paper, multi-copy, 80gsm, A4 size	350			
8	Bond paper, multi-purpose, 70gsm, legal size	350			
9	Brown envelope, documentary, A4, 500 pieces per box	30			
10	Brown envelope, documentary, legal, 500 pieces per box	30			
11	Calculator electronic, 12 digits, black per piece	20			
12	Cartoon box, brown 15x 15 x 15IN (small) per piece	60			
13	Cartoon box, brown 20x 20x 20IN (large) per piece	60			
14	Clear book, A4 size, black 24 pieces per box	45			



"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.

15	Clear book, A4 size, blue 24 pieces per box	45			
16	Clear book, A4 size, green 24 pieces per box	45			
17	Clear book, legal size, black 24 pieces per box	45			
18	Clear book, legal size, blue 24 pieces per box	45			
19	Clear book, legal size, green 24 pieces per box	45			
20	Binder clip 2", 12 pieces per box	120			
21	Binder clip 1 5 per 8", 12 pieces per box	120			
22	Binder clip 1 1 per 4", 12 pieces per box	120			
23	Binder clip 1", 12 pieces per box	120			
24	Binder clip 3 per 4", 12 pieces per box	118			
25	Clip board with cover metal, long black, 24pieces per box	15			
26	Continuous ink Epson black T6641 per bottle	80			
27	Continuous ink Epson cyan T6642 per bottle	80			
28	Continuous ink Epson magenta T6643 per bottle	80			
29	Continuous ink Epson yellow T6644 per bottle	80			
30	Cork bulletin board wooden frame per piece	80			
31	Correction pen 7ml, 12 pieces per pack	80			
32	Correction tape, 3 pieces per pack	80			
33	Cutter blade, for general purpose cutter per utility per piece	150			
34	Cutter knife per piece	100			
35	Dating and stamping machine per piece	15			
36	Data file box per piece	30			
37	Data folder per piece	30			
38	Double adhesive tape, 1.2x10mmx50m per piece	50			
39	Double side tape foam per piece	50			
40	Envelope, documentary, a4 size 500pieces per box	20			
41	Envelope, documentary, legal size 500pieces per box	20			
42	Envelope, expanding, legal size 500pieces per box	15			
43	Envelope, expanding, A4 size 500pieces per box	15			
44	Envelope, mailing, white, window long, 500 pieces per box	7			
45	Eraser, Eco AQ112 small 2 pieces per pack	100			
46	Fastener, non-rust metal 70mm, 50 pieces per box	100			
47	Fastener, metal 70mm 50 sets per box	150			
48	File folder, fancy, a4 size 50 pieces per pack	60			
49	File folder, fancy, legal size 50 pieces per pack	60			
50	File folder, plastic a4 size, 50 pieces per pack	60			
51	File folder, plastic legal size, 50 pieces per pack	50			
52	File organizer legal per piece	100			
53	Flash drive 32gb capacity per piece	55			
54	Folder a4 brown 100 pieces per pack	50			
55	Folder a4 white 100 pieces per pack	50			
56	Folder legal brown 100 pieces per pack	50			
57	Folder legal white 100 pieces per pack	50			
58	Folder, pressboard green, 100 pieces per box	30			
59	Folder tabbings, green 10 pieces per pack	150			
60	Folder tabbings, white 10 pieces per pack	150			
61	Folder with tab legal, 100 pieces per pack	50			
62	Folder, clear cover, A4 size 100 pieces per pack	18			
63	Folder, clear cover, legal size 100 pieces per pack	20			
64	Folder, expandable legal size blue 100 pieces per box	10			
65	Folder, expandable legal-size brown 100 pieces per box	10			
66	Folder, expandable legal size green 100 pieces per box	10			
67	Folder, expandable legal-size orange 100 pieces per box	10			
68	Folder, fancy with slide, legal size (blue) 50 pieces per bundle	50			
69	Folder, fancy with slide, legal size (green) 50 pieces per bundle	50			
70	Folder, fancy with slide, legal size (red) 50 pieces per bundle	50			
71	Folder, I-type, A4 per pack	50			
72	Folder, I-type, legal per pack	50			
73	Glue all purpose, 26 grams per piece	150			
74	Glue all purpose, 6 grams per piece	147			
75	Glue gun per piece	50			
76	Glue, hot melt small, 6 pieces per pack	100			
77	Highlighter pen (green) 10 pieces per box	50			
78	Highlighter pen (orange) 10 pieces per box	50			
79	Highlighter pen (sky blue) 10 pieces per box	50			
80	Highlighter pen (yellow) 10 pieces per box	50			
81	Index card, 3in x 5in, 10 pieces per pack	200			



"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.

82	Index tab, transparent 5 sets per box	200			
83	Ink bt5000 cyan per bottle	70			
84	Ink bt5000 magenta per bottle	70			
85	Ink bt5000 yellow per bottle	70			
86	Ink btd60 black per bottle	70			
87	Ink, continuous black per bottle	80			
88	Ink, continuous cyan per bottle	80			
89	Ink, continuous magenta per bottle	80			
90	Ink, continuous yellow per bottle	80			
91	Ink t6641 black per bottle	65			
92	Ink t6642 cyan per bottle	65			
93	Ink t6643 magenta per bottle	65			
94	Ink t6644 yellow per bottle	65			

SCHEDULE OF REQUIREMENTS

Item	Description	Total Quantity	Delivery
I	“Procurement of Office Supplies”	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



<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
One Million Six Hundred Fifty-Eight Thousand Nine Hundred Pesos	In Words
PhP1,658,900.00	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

