



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. 5020399000-2026-79-004-3**

The **PNPA Bids and Awards Committee** intends to procure the **“Procurement of Other Supplies and Materials”** with an Approved Budget for the Contract of **One Million Seven Hundred Ninety-Six Thousand Four Hundred Twenty-Four Pesos (PhP1,796,424.00)** 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](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.



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 **pnpabacsec2021@gmail.com**.

  
**PBGEN ROMEO RUEL R BERANGO**  
Chairman, PNPA BAC<sub>r</sub>

Date 13 APR 2020



*"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.



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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:

<b>TECHNICAL SPECIFICATIONS</b>					
<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>					
<b>"Procurement of Other Supplies and Materials"</b>					
Item	Description	Total Qty	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1	Air Freshener (Citrus) 280ml per bottle, 24bottle per box	25			
2	Air Freshener (Lavander) 280ml per bottle, 24bottle per box	25			
3	Air Freshener (Ocean Fresh) 280ml per bottle, 24bottle per box	25			
4	Air Purifier with Led Light J283 per piece	40			
5	Aircon Cleaner 331ml per can	32			
6	Alcohol, Isoprophyl, 70%, 500ml 12pieces per box	30			
7	Auto Glass Cleaner 32ounce, 12pieces per box	15			
8	Bar Soap 390grams per piece	150			
9	Bathroom Tissue 2Ply, 150 Pulls, 48 Rolls per bundle	70			



10	Battery Dry Cell, AA 2pieces per pack	150		
11	Battery Dry Cell, AAA 2pieces per pack	150		
12	Battery Dry Cell, D 2pieces per pack	150		
13	Bleach, Gel Cleaning (Green) 750ml per bottle	70		
14	Bleach, Gel Cleaning (Lavender) 750ml per bottle	70		
15	Bleach, Gel Cleaning (Pink) 750ml per bottle	71		
16	boxed Facial Tissue 150 Pulls per box	90		
17	Braided Doormat Round 17Inches per piece	100		
18	Broom, Tambo per piece	100		
19	Broom, Tingting per piece	100		
20	Bucket Floor Spin Mop 360 degrees per piece	30		
21	Cabinet Handle, Stainless 4inches per piece	60		
22	Carton box, plain 20 X 20 X 20 In per piece	80		
23	Carton box, plain 23 X 23 X 23 In per piece	80		
24	Clean And Dust Remover 300 ml, 12bottles per box	30		
25	Deodorant Cake (Cherry) 100 grams per piece, 24 pieces per box	30		
26	Deodorant Cake (Fresh Blossom) 100 grams per piece,24pcs per box	30		
27	Deodorant Cake (Strawberry) 100 grams per piece, 24 pcs per box	30		
28	Detergent Powder 200grams per Bag	90		
29	Dirt Trap 610mm X 475mm per piece	50		
30	Dish Scrub per piece	120		
31	Dishwashing Paste, Calamansi 190 grams, 10pieces per box	70		
32	Dishwashing Paste, Lemon 190 grams, 10pieces per box	69		
33	Disinfectant Concentrate 1L per gallon	50		
34	Disinfectant Spray (Fresh Berry) 170 gram per bottle	50		
35	Disinfectant Spray (Jasmine) 170 gram per bottle	50		
36	Disinfectant Spray (Lemon) 170 gram per bottle	50		
37	Disposable Paper Cups 16ounce, 50pieces per pack	180		
38	Document Storage box, 15.5X12.5X11.2inches per piece	90		
39	Dust Pan, Non-Rigid Plastic per piece	70		
40	Electrical Long Nose Pliers 7.87 inches per piece	50		
41	Electrical Tape, 0.16mm x 19mm x 4 meters (Black) per piece	160		
42	Electrical Tape, 0.16mm x 19mm x 4 meters (Green) per piece	160		
43	Electrical Utility Box per piece	40		
44	Facial Tissue Paper 160Pulls per box (Scented)	250		
45	Facial Tissue Paper 160Pulls per box (Unscented)	250		
46	Facial Tissue Paper 210Pulls per box (Scented)	250		
47	Facial Tissue Paper 210Pulls per box (Unscented)	250		
48	Furniture Polish for Metal 10 ounce 12 can per box	30		
49	Furniture Polish for Wood 10 ounce 12 can per box	30		
50	Germicidal Soap, 85grams, 30 per box	25		
51	Hand Sanitizer 1liter per gallon	35		
52	Jumbo Roll Tissue 200 meters 2 ply, 12 rolls per box	30		
53	Liquid Bleach 100ml, 12bottle per box	120		
54	Liquid Hand Soap (Cucumber) 1liter per gallon	100		
55	Liquid Hand Soap (Lavender) 1liter per gallon	100		
56	Liquid Hand Soap (Watermelon) 1liter per gallon	100		
57	Mop Handle per piece	90		
58	Mop Head All Cotton 2pieces per pack	150		
59	Multi-Killer Insect Spray 600ml 12can per box	25		
60	Multi-Purpose Cleaner 1Liter 12bottle per box	20		
61	Muriatic Acid 500ml 24bottle per box	25		
62	Paper Bag Extra Large, 100pieces per pack	120		
63	Paper Bag Large, 100pieces per pack	120		
64	Paper Towel 10packs per box	86		
65	Plug-In Air Freshener per piece	70		
66	Powder Cleanser 350 grams 24can per box	35		
67	Powder Detergent 865 grams per pack	70		
68	Rechargeable Battery Mini Charger per piece	50		
69	Scented Gel Air freshener (Cool Air) per can	115		
70	Scented Gel Air freshener (Floral) per can	115		
71	Scented Gel Air freshener (Lavender) per can	115		
72	Scented Gel Air freshener (Lemon) per can	115		
73	Scrub Sponge, 3 pieces per pack	40		
74	Solid Air freshener (Cool Air) 6ounce (170grams) 6pieces per pack	45		
75	Solid Air freshener (Jasmine) 6ounce (170grams) 6pieces per pack	45		
76	Solid Air freshener (Lavender) 6-ounce (170grams) 6pieces per pack	45		



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77	Solid air freshener (Lemon) 6-ounce (170grams) 6pieces per pack	45		
78	Spot Stain Remover 500ml per bottle	45		
<b><u>SCHEDULE OF REQUIREMENTS</u></b>				
<b>Item</b>	<b>Description</b>	<b>Total Quantity</b>	<b>Delivery</b>	
I	<b>“Procurement of Other Supplies and Materials”</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><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>One Million Seven Hundred Ninety-Six Thousand Four Hundred Twenty-Four Pesos</b>	In Words
<b>PhP1,796,424.00</b>	In Figures

<b>Payment Details</b>	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

