



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
ANTI-CYBERCRIME GROUP
Camp BGen Rafael T Crame, Quezon City



REQUEST FOR QUOTATION

April 22, 2025
RFQ No.: 012-2025

Company/Business/Name: _____

Address: _____

The **Philippine National Police– Anti-Cybercrime Group (PNP-ACG)**, through its **Bids and Awards Committee (BAC)**, intends to procure **Office Supplies Expenses** (Small Value Procurement) of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on or before 2:00 PM of May 2, 2025 addressed to:

ANDRES O SIMBAJON, JR
Chairman, Bids and Awards Committee
PNP Anti-Cybercrime Group
Camp Crame Quezon City
Email: pnpacgbac@gmail.com

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement” of Annex “H” of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award is issued:

Document	Remarks
Copy of valid Mayor’s or Business Permit for CY 2025	In case not yet available, you may submit your expired 2024 Copy of valid Mayor’s or Business Permit for CY 2025 Mayor’s or Business Permit with the Official Receipt of renewal application. However,

	be required to be submitted after award of contract but before payment.
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract but before payment.

For any clarification, you may contact us at email address at pnpacgbac@gmail.com.

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PMAJ RANNIE JOSE G ESTILLES
Bids and Awards Committee
Head, Secretariat

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

- (4) Quotations may be submitted through electronic mail at pnpacgbac@gmail.com.

- (5) 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 email shall be considered.

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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 GPPB-TSO 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. The award of contract shall be made to the lowest quotation and responsive 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. 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.

10. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the unperformed portion of the works within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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 available it.

11. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

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

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

Office Supplies Expenses		
Note: Non-compliance with the minimum required specifications shall be rejected.		

FINANCIAL OFFER: Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank) : _____

Branch: _____

Office Supplies Expenses	
Approved Budget for the Contract TOTAL OFFERED QUOTATION	TOTAL OFFERED QUOTATION
Eight Hundred Eighteen Thousand Nine Hundred Twenty-Five Pesos and Twenty-Five Centavos (Php818,925.25)	In Words: _____

	In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile

Email address/es