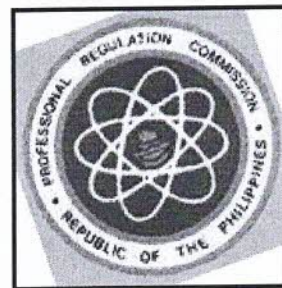




## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City  
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05  
Cellphone No.: 09542592570  
E-add: ro4a.bac@prc.gov.ph



VACANT  
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Vice-Chairperson

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Provisional Member

SECRETARIAT:

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Secretary

JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

### REQUEST FOR QUOTATION

**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED  
DRINKING WATER AND PROVISION OF HOT AND COLD WATER  
DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD  
JANUARY TO DECEMBER 2025 – REPOST**  
(RFQ) No. 2025-015

(Negotiated Procurement – Small Value Procurement)

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IV-A is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the Project: **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 – REPOST**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A and B," for your reference.

For inquiries, you may call the RBAC Secretariat at Telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at [ro4a.bac@prc.gov.ph](mailto:ro4a.bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**RINA R. DADOR**  
RBAC Vice-Chairperson





# Bids and Awards Committee

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## REQUEST FOR QUOTATION

### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 – REPOST

(RFQ) No. 2025-004

(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IV-A**, with office address at 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 – REPOST** in accordance with section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project:</b>	<b>PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025– REPOST (RFQ) No. 2025-004</b>
<b>Approved Budget for the Contract:</b>	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of inclusive of all applicable bank and government charges for the <b>PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025– REPOST</b> with approved budget of <b>Fifty-Six Thousand Four Hundred Pesos (Php56,400.00)</b> , inclusive of VAT and all applicable taxes.
	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
<b>Specification:</b>	See attached <b>Annex “A”</b> for the Term of Reference and Schedule of Delivery, and <b>Annex “B”</b> for Financial Bid.
<b>Contract Period:</b>	<b>January to December 2025</b>

#### Schedule of Activity:

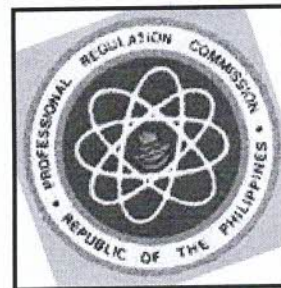
Activity	Date and Time	Remarks
Deadline for submission of Bids	07 March 2025 at 12:00 NN	<ul style="list-style-type: none"><li>Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.</li><li><b>Bids submitted via e-mail should be password encrypted.</b></li><li>Late bids shall not be accepted.</li></ul>





# Bids and Awards Committee

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Member

Opening and Evaluation of Bids	07 March 2025 at 1:00 PM	
Post-Qualification	10 March 2025 at 10:00 AM	

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex "B") personally, by mail/courier or via email, duly signed by the owner or his/her duly authorized representative using the "PRC Official Forms" provided herein.

## ❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" and "B")**.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered items shall be subjected to inspection and approval of the End-user/s before the award of contract/purchase order.
7. Award of contract / Purchase order shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made upon receipt of Statement of Account/Billing Statement and upon submission of an **Updated Tax Clearance**.

In addition to the quotation/proposal, copy of the following eligibility requirement (or its equivalent/ or if applicable) are required to be submitted:

1. *Valid Mayor's / Business Permit*  
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal, as such as Official Receipt of Payment)
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement* - for projects with ABC above Fifty Thousand Pesos (P50,000.00)
5. *Duly notarized Secretary's Certificate* (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.



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Secretary

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Member

CRISTINA LU E. RANILLO  
Member

PRC RBAC reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at ro4a.bac@prc.gov.ph.

Very truly yours,

  
**RINA R. DADOR**  
RBAC Vice-Chairperson





# Bids and Awards Committee

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## ANNEX "A"

### TECHNICAL SPECIFICATION

#### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 – REPOST

RFQ No. 2025-015

(Through Negotiated Procurement-Small Value Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

#### I. Approved Budget for the Contract

The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) provided per LOT ITEM, inclusive of all applicable bank and government charges.

#### II. Specification

1. The supplier shall deliver clean, safe and healthy to drink Purified Drinking Water to the PRC RO-IV-A located at the 2nd Floor Lucena Grand Central Terminal Brgy. Ilayang Dupay, Lucena City, Quezon.
2. The containers shall be made of food grade material and must be tamper-proof to protect from contamination.
3. The supplier shall deliver thirty (30) containers, with five (5) gallons per container every Monday or as the need arises. If Monday falls on declared non-working day, delivery shall be on the next working day. Delivery is free of charge.
4. An additional number of containers might be requested by PRC RO-IV-A from time to time, aside from that mentioned above;
5. The supplier must provide and install with free of use of two (2) hot and cold water dispensers without cost to PRC RO-IV-A.
6. The supplier must maintain and check the installed water dispensers monthly and immediately replace defective dispensers or as needed.
7. The water dispensers and containers shall remain properties of the supplier for exclusive use of purified drinking water.
8. The supplier must furnish a copy of all necessary permits and licenses to operate to PRC RO-IV-A.

Lot No.	QTY	UNIT	Item & Description	UNIT COST	Approved Budget for the Contract (ABC)
1	1,410	5-gallon container	<b>Specifications:</b> <ul style="list-style-type: none"><li>• Delivery of 30 5-gallon containers of purified drinking water every Monday, if Monday falls on declared no-working day, delivery shall be on the next working day <b>OR</b> as the need arises</li></ul>	P40.00	P56,400.00 ✓

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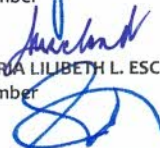
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			<ul style="list-style-type: none"><li>• Provision of two (2) Hot and Cold Water Dispensers (Replacement of defective dispenser, if necessary)</li><li>• Monthly cleaning of water dispensers</li><li>• Must submit quarterly bacteria test result</li></ul>		
--	--	--	---	--	--

III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC RO IV-A.

Payment shall be made **within 1- 15 calendar days upon receipt of the Statement of Account/ Billing Statement.** The payment shall be on a bank-to-bank transfer basis and shall be made upon receipt of the Statement of Account/Billing Statement. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

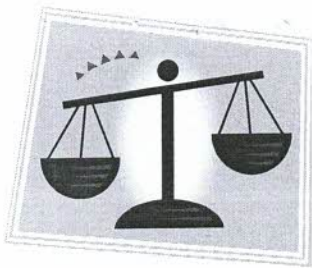
Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract price/s by the winning supplier.

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 – REPOST

SIGNATURE OVER PRINTED NAME OF BIDDER/BIDDER'S AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED NAME OF COMPANY

ANNEX "B"






Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City  
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Member

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Member

PRICE QUOTATION SHEET  
FINANCIAL BID

Having read, examined, and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Lot No.	QTY	UNIT	Item & Description	BID QUOTATION	
				Unit Cost	Total Cost
1	1,410	5-gallon container	<b>Specifications:</b> <ul style="list-style-type: none"><li>Delivery of 30 5-gallon containers of purified drinking water every Monday, if Monday falls on declared no-working day, delivery shall be on next working day <b>OR</b> as the need arises</li><li>Provision of two (2) Hot and Cold Water Dispensers (Replacement of defective dispenser, if necessary)</li><li>Monthly cleaning of water dispensers</li><li>Must submit quarterly bacteria test result</li></ul>		In Figure: _____ _____  In Words: _____ _____ _____

Total Bid Price for the Project: (Inclusive of all Taxes and delivery charges)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

*\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND BANK CHARGES.*

Bidder/ Bidder's authorized representative



Bids and Awards Committee

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Secretary

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Member

CRISTINA LU E. RANILLO  
Member

signature over printed name

Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact No: \_\_\_\_\_