



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd 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
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

REQUEST FOR QUOTATION

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

(RFQ) No. 2025-016

(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 OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS** with total approved budget for the contract of **Twenty-Four Thousand Four Hundred Ninety-Seven Pesos and 40/100 (Php24,497.40).**

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.

Thank you.

Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



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REQUEST FOR QUOTATION

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS (RFQ) No. 2025-016 (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: **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS**, in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project:	PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS(RFQ) No. 2025-015
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) in the amount inclusive of all applicable bank and government charges for PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS – with approved budget of Twenty-Four Thousand Four Hundred Ninety-Seven Pesos and 40/100 (Php24,497.40) .
Location:	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
Specification:	See attached Annex “A” for the Term of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.
Delivery Date:	10 calendar days upon receipt of purchase order


Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	07 March 2025 12:00 PM	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.Bids submitted via e-mail shall be password encrypted.Late bids shall not be accepted.
Opening and Evaluation of Bids	07 March 2025 1:30 PM	
Post-Qualification	10 March 2025 10:00 AM	

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Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal 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 erasures 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 requirements (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 of Mayor's Permit, 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 (₱50,000.00)
5. *Duly notarized Secretary's Certificate* (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).



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

PRC 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,


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ANNEX "A"

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TECHNICAL SPECIFICATION

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

(Through Negotiated 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

LOT No.	Qty	Units of Measure	Item & Description	Approved Budget
I	100	boX	CORRUGATED BOX, with cover (L-15", W-12", H-10")	P24,497.40
	100	pc	TAPE, packaging, 48mm, 50 meters length, transparent	
	36	pc	Marker, Whiteboard (black)	

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 the receipt of the Statement of Account/ Billing Statement and upon submission of Updated Tax Clearance.** The payment shall be on a bank-to-bank transfer basis. 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.



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT FOR THE SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR THE LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS

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



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ANNEX "B"

VACANT
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[Signature]
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Vice-Chairperson

[Signature]
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[Signature]
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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	Units of Measure	Item & Description	Bid Amount per unit	BID QUOTATION / TOTAL COST
I	100	box	CORRUGATED BOX, with cover (L-15", W-12", H-10")		
	100	pc	TAPE, packaging, 48mm, 50 meters length, transparent		
	36	pc	Marker, Whiteboard (black)		

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
signature over printed name

Designation: _____
Company Name: _____
Company Address: _____
Contact No: _____