



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: bac@prc.gov.ph



**REGULAR MEMBERS:**

**L. LOUIS P. VALERA**  
Chairman

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Vice-Chairman

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Provisional Member, IT Projects

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**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR PROPOSAL**  
**Negotiated Procurement – Two Failed Biddings**  
**RFP No. 2024-49**

Date: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
PHILGEPS Registration Number (required): \_\_\_\_\_

The **PROFESSIONAL REGULATION COMMISSION - CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF CONTINUOUS FORMS WITH GRAY LINES AND CARBON (RFP No. 2024-49)** under **Negotiated Procurement — Two Failed Bidding under Section 53.1** of the Revised 2016 Implementing Rules and Regulations (IRR) of **Republic Act (R.A.) No. 9184**.

**NAME OF PROJECT: RFP NO. 2024-49 - PROCUREMENT FOR THE SUPPLY AND DELIVERY OF CONTINUOUS FORMS WITH GRAY LINES AND CARBON**

The Negotiated Procurement for the Supply and Delivery of Continuous Forms with Gray Lines and Carbon (RFP No. 2024-49) will be undertaken in accordance with Section 53.1 of the 2016 Revised IRR of R.A. No. 9184 hence, the proprietary source or exclusive dealer is invited to submit an accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at bac@prc.gov.ph using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent) are required to be submitted:"

1. Valid Mayor' s/Business Permit;  
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.
2. PhilGEPS Registration;
3. The statement identifying the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period from January 2020 prior to the date of submission and opening of bids, equivalent to at least 50% of the ABC, which is **Php187,095.47** only;





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For this purpose, similar contracts shall refer to contracts for the procurement of *Continuous Forms with Gray Line and Carbon*, indicating the following:

1. Name of the contract;
  2. Date of the contract;
  3. Contract duration;
  4. Owner's name and address;
  5. Kinds of goods/services;
  6. Amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for meeting the SLCC requirement;
  7. Date of delivery; and
  8. End User's acceptance or Official Receipt(s) or Sales Invoice issued for the contract, if completed, which shall be attached to the statements;
4. Bid Securing Declaration (original and notarized)
  5. Latest Income/Business Tax Return (for ABCs above Php 500, 000);
  6. Notarized Omnibus Sworn Statement; and
  7. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or Special Power of Attorney as representative for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, Certificate of Platinum membership may be submitted in lieu of the said documents.

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 to impose additional terms and conditions as it may deem proper.

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

The PRC-CO will hold the **Negotiation on September 24, 2024, at 1:30 PM** via videoconferencing or in person. For proper coordination, all interested bidders are hereby **required to submit a Letter of Intent to Participate** via email to [bac@prc.gov.ph](mailto:bac@prc.gov.ph) on **or before September 23, 2024**.

Bid opening shall be on **October 02, 2024 at 10:30 AM** therefore, bids/proposals must be received by the BAC Secretariat at the address given below on or before **October 02, 2024 at 09:30 AM**.



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Bidders may attend the bid opening via videoconferencing or in person.

For inquiries, please refer to:

**ATTY. KYLIE KAUR M. DADO**  
Secretary, Bids and Awards Committee  
BAC Office, 4<sup>th</sup> Floor, PRC Annex Building  
P. Paredes Street, Sampaloc, Manila  
[bac@prc.gov.ph](mailto:bac@prc.gov.ph)  
+63(2) 5310-0037

Thank you.

Very truly yours,

**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC





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**ANNEX "A"**

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**TERMS AND CONDITIONS**

1. Bidders shall provide the 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" & "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 the Philippines peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. The payment shall be subject to existing and applicable budgeting, accounting, and auditing rules.
9. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
10. In order to guarantee that manufacturing defects will be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.
11. Payment shall be made within 15-30 days upon completion of delivery, acceptance of the end-user and submission of complete documents, in accordance with the existing accounting and auditing rules & regulations, and shall be on a bank to bank basis

**TERMS OF REFERENCE**

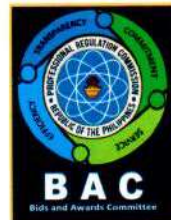
Name of the Project:	<b>RFP NO. 2024-49 - PROCUREMENT FOR THE SUPPLY AND DELIVERY OF CONTINUOUS FORMS WITH GRAY LINES AND CARBON</b>
Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of <b>Three Hundred Seventy-Four Thousand One Hundred Ninety Pesos and Ninety-Three Centavos (Php374,190.93)</b> inclusive of all applicable bank and government charges.
Project Site:	<b>PROFESSIONAL REGULATION COMMISSION</b> P. Paredes St., Sampaloc, Manila





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**TECHNICAL SPECIFICATIONS**

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF CONTINUOUS FORMS WITH GRAY LINES AND CARBON		
ITEMS	QTY	Technical Specifications and Schedule of Requirements
		1. With Carbon and Gray Lines 2. At least 70 gsm 3. With perforated sides 4. With product sampling during Post Qualification 5. Dimensions:
1	122 boxes	11" x 14 7/8" – 2 PLY with gray lines, 500 sets/box
2	107 boxes	11" x 14 7/8" – 1 PLY with gray lines, 1,000 sheets/ box
3	20 boxes	9 1/2" x 11" – 2 PLY with gray lines, 500 sets/ box
4	30 boxes	9 1/2" x 11" – 1 PLY with gray lines, 1,000 sheets/ box
<b><u>DELIVERY PERIOD:</u></b> - Within <i>thirty (30)</i> calendar days upon receipt of Notice to Proceed		

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROCUREMENT FOR THE SUPPLY AND DELIVERY OF CONTINUOUS  
FORMS WITH GRAY LINES AND CARBON (RFP NO. 2024-49)**

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE, DESIGNATION  
AND PRINTED NAME OF THE COMPANY