



Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
4<sup>th</sup> Floor C3 Bldg Rizal Ave. Pagadian City  
Tel. Nos.: (062) 925-00-80/ (062) 955-4595



- ERL C. VILLAGONZALO  
Chairman
- ATTY. MAY S. CARREON  
Vice-Chairperson
- GUILBERT J. CATUBAY  
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- GLADYS CLAIRE R. ENOT  
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- MONTANO A. JANOLINO III  
Provisional Member, Non-IT Projects
- OSCAR B. BELARGA, JR.  
Provisional Member, IT Projects
- SECRETARIAT:
- BRYAN M. DAEL  
Secretary
- AMOR C. RODA  
Member
- SANDRA S. ARAO-ARAO  
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Member
- CRISTINA V. RIVERA  
Member
- GINA A. CALAPARDO  
Member

REQUEST FOR QUOTATION  
(RFQ No. 2025-06-17)  
Small Value Procurement

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

Contact Person: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact Details: \_\_\_\_\_

Dear Sir/Madam:

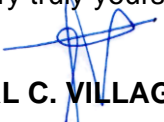
The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IX, Pagadian City is inviting to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 revised IRR of the R.A. 9184 for the Project: **PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX.**

We are furnishing you herewith a copy of posted Request for Quotation with Annexes “A-B”, for your references.

For any clarifications you may email at [ro9@prc.gov.ph](mailto:ro9@prc.gov.ph) (for *Pagadian Regional Office*) or you may call the RBAC Secretariat, Tel No. (062) 925-0080.

Thank you,

Very truly yours,

  
**ERL C. VILLAGONZALO**  
RBAC Chairman



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## REQUEST FOR QUOTATION

### Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IX, PAGADIAN CITY** with office address PRC Region IX Building, Regional Center, Balintawak, Pagadian City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for a Project: **PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Implementing Rules and Regulations of the Republic Act No. 9184.

<b>Name of Project</b>	Procurement of Supply and Delivery of Cards and Indexes for the Human Resource and Supply Section in PRC Regional Office IX.
<b>Approved Budget for the Contract</b>	Forty-Eight Thousand Eight Hundred Pesos (Php 48,800.00)
<b>Location</b>	PRC Regional Office IX Bldg., President Corazon C. Aquino Regional Government Center, Brgy. Balintawak Pagadian City.
<b>Specification</b>	See attached Annex “A” for the Term of Reference and Schedule of Delivery and Annex “B” for the Financial Bid.
<b>Delivery</b>	Within Fifteen (15) Calendar days upon receipt of notice to proceed

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 on or **before 10 o’clock in the morning of June 23, 2025** at the RBAC Secretariat, at the above stated address, at which time, the quotation/proposal will be evaluated PRC Region IX Building, Regional Center, Balintawak, Pagadian City in the presence of the representative who may choose to attend.

### ❖ 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” & “B”)**.
3. The Procurement Entity does not accept partial bid.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered equipment shall be



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subjected to inspection and approval of the End-user/s before award of contract.

8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. Please take note the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Items shall be delivered within Fifteen **(15) calendar days** upon receipt of contract with no additional cost.
12. Actual demonstration on the operation and handling of goods Shall be included during the delivery.

In addition to the quotation/proposal, copies 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. Warranty Certificate

4. Tax Clearance/Certificate
- ❖ *For individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*

❖ *For procurement requiring Mayor's permit and PhilGEPS Registration Number, 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 impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone No. (062) 925-0080 / or email at [ro9@prc.gov.ph](mailto:ro9@prc.gov.ph)

Very truly yours,

**ERL C. VILLAGONZALO**  
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX.

(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) in the amount of **Forty-Eight Thousand Eight Hundred Pesos (Php 48,800.00)**, inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX.	
QTY	Technical Specifications and Schedule of Requirement
500 pcs.	<p><b><u>STOCK CARD</u></b></p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"><li>➤ Appendix 58 of Government Accounting Manual II</li><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul> <p>Delivery – 15 Calendar days delivery upon receipt of the notice to proceed.</p>
500 pcs.	<p><b><u>PROPERTY CARD</u></b></p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"><li>➤ Appendix 69 of Government Accounting Manual II</li><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul> <p>Delivery – 15 Calendar days delivery upon receipt of the notice to proceed.</p>
600 pcs.	<p><b><u>PERSONNEL QUALIFICATION INDEX</u></b></p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul> <p>Delivery – 15 Calendar days delivery upon receipt of the notice to proceed.</p>
600 pcs.	<p><b><u>EMPLOYEE’S LEAVE CARD</u></b></p> <p>DESCRIPTION:</p> <ul style="list-style-type: none"><li>➤ Material: Tag Board</li><li>➤ Length: 28.6 cm</li><li>➤ Width: 21.6 cm</li></ul> <p>Delivery – 15 Calendar days delivery upon receipt of the notice to proceed.</p>

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS AND CONDITIONS FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX.

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



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REFERENCE FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF  
CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY  
SECTION IN PRC REGIONAL OFFICE IX.

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ITEM	TITLE	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER'S AUTHORIZED REPRESENTATIVE	DESIGNATION	COMPANY
I	<b><u>STOCK CARD</u></b> DESCRIPTION: <ul style="list-style-type: none"><li>➤ Appendix 58 of Government Accounting Manual II</li><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul>			
II	<b><u>PROPERTY CARD</u></b> DESCRIPTION: <ul style="list-style-type: none"><li>➤ Appendix 69 of Government Accounting Manual II</li><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul>			
III	<b><u>PERSONNEL QUALIFICATION INDEX</u></b> DESCRIPTION: <ul style="list-style-type: none"><li>➤ Material: Tag Board</li><li>➤ Length: 33.4 cm</li><li>➤ Width: 21.6 cm</li></ul>			
IV	<b><u>EMPLOYEE'S LEAVE CARD</u></b> DESCRIPTION: <ul style="list-style-type: none"><li>➤ Material: Tag Board</li><li>➤ Length: 28.6 cm</li><li>➤ Width: 21.6 cm</li></ul>			





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ANNEX “B”

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:

PROCUREMENT OF SUPPLY AND DELIVERY OF CARDS AND INDEXES FOR THE HUMAN RESOURCE AND SUPPLY SECTION IN PRC REGIONAL OFFICE IX.					BID QUOTATION / BID PRICE *** THE QUOTED/BID PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF ALL TAXES AND BANK CHARGES
ITEM	ITEM DESCRIPTION	QTY	APPROVED BUDGET FOR THE CONTRACT	UNIT COST	TOTAL COST
I	<b><u>STOCK CARD</u></b> Appendix 58 of Government Accounting Manual II Material: Tag Board Length: 33.4 cm Width: 21.6 cm	500	Thirteen Thousand Eight Hundred Pesos (Php 13,800.00)	In Figures:_____	In Figures:_____ In Words:_____
II	<b><u>PROPERTY CARD</u></b> Appendix 69 of Government Accounting Manual II Material: Tag Board Length: 33.4 cm Width: 21.6 cm	300	Fifteen Thousand Pesos (Php 15,000.00)	In Figures:_____	In Figures:_____ In Words:_____
III	<b><u>PERSONNEL QUALIFICATION INDEX</u></b> Material: Tag Board Length: 33.4 cm Width: 21.6 cm	600	Twelve Thousand Five Hundred Pesos (Php 12,500.00)	In Figures:_____	In Figures:_____ In Words:_____
IV	<b><u>EMPLOYEE’S LEAVE CARD</u></b> Material: Tag Board Length: 28.6 cm Width: 21.6 cm	600	Seven Thousand Five Hundred Pesos (Php 7,500.00)	In Figures:_____	In Figures:_____ In Words:_____

Total Bid Price for the Project: (Inclusive of all taxes and bank 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’s authorized signature over printed name

Designation: \_\_\_\_\_

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

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

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