



Bids and Awards Committee

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



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Member
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- GINA A. CALAPARDO
Member

REQUEST FOR QUOTATION
(RFQ No. 2025-07-21)
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 ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR PARTITION WALL AT PRC PAGADIAN 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 (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 ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR PARTITION WALL AT PRC PAGADIAN 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.

- Name of Project:** Procurement on the Supply and Delivery of Materials to be use in the construction of Storage room, shelves and CPR partition wall at PRC Pagadian Regional Office IX.
- Location:** PRC Region IX Building, Regional Center, Balintawak, Pagadian City.
- Specification:** See attached Annex “A” for the Term of Reference and Schedule of Delivery and Annex “B” for the Financial Bid.

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 July 15, 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 subjected to inspection and approval of the End-user/s before award of contract.

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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 **Five (5) 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. Omnibus of Sworn Statement
 4. Warranty Certificate
 5. Tax 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

Very truly yours,

ERL C. VILLAGONZALO
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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE
USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR
PARTITION WALL AT PRC PAGADIAN 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
Two Hundred Twenty-two Thousand Four Hundred Eighty Pesos (**Php
222,480.00**), inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR PARTITION WALL AT PRC PAGADIAN REGIONAL OFFICE IX.			
ITEM	UNIT	QTY	Technical Specifications and Schedule of Requirements
	piece	70	Coco Lumber, 2 x 2 x 10 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	kilo	3	Common Wire Nails 2 ½” ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	kilo	1	Concrete Nails 4” ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	piece	20	Plywood, ¼ x 4 x 8 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	piece	40	Coco Lumber, 1 x 6 x 10 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	piece	55	Angle Bar ¼ x 2 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	kilo	6	Welding Rod #11 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
	piece	350	Tek Screw Metal 2” ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.



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gal	2	Flat wall Enamel White ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
gal	1	Paint (Nile Blue) ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	25	Marine Plywood, 3/4 x 4 x 8 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
meter	150	THNN Wire, 3.5 mm2 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	30	Bulb, 10 watt, white ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	30	Bulb socket ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	10	Light Switch, 3-gang ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	30	Metal Stud, 2 x 3 x 10 ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
box	1	Metal Screw 3" ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
box	1	Toks Screw ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.
piece	200	Bolts & Nut 1/4 x 1" ➤ Delivery – Five (5) Calendar days delivery upon receipt of the notice to proceed.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS AND CONDITIONS FOR THE PROCUREMENT ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR PARTITION WALL AT PRC PAGADIAN REGIONAL OFFICE IX.

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



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REFERENCE FOR THE PROCUREMENT ON THE SUPPLY AND DELIVERY
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Member

ITEM	TITLE	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER’S AUTHORIZE D REPRESEN TATIVE	DESIGNA TION	COMPAN Y
LOT I	Coco Lumber, 2 x 2 x 10			
	Common Wire Nails 2 ½”			
	Concrete Nails 4”			
	Plywood, ¼ x 4 x 8			
	Coco Lumber, 1 x 6 x 10			
	Angle Bar ¼ x 2			
	Welding Rod #11			
	Tek Screw Metal 2”			
	Flat wall Enamel White			
	Paint (Nile Blue)			
	Marine Plywood, 3/4 x 4 x 8			
	THNN Wire, 3.5 mm2			
	Bulb, 10 watt, white			
	Bulb socket			
	Light Switch, 3-gang			
	Metal Stud, 2 x 3 x 10			
	Metal Screw 3"			
	Toks Screw			
	Bolts & Nut 1/4 x 1"			



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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:

ERL C. VILLAGONZALO
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PROCUREMENT ON THE SUPPLY AND DELIVERY OF MATERIALS TO BE USE IN THE CONSTRUCTION OF STORAGE ROOM, SHELVES AND CPR PARTITION WALL AT PRC PAGADIAN 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	UNIT	QTY	APPROVED BUDGET FOR THE CONTRACT	
LOT I	Coco Lumber, 2 x 2 x 10	piece	70	Twelve Thousand Six Hundred Pesos (Php 12,600.00)	In Figures: _____ In Words: _____
	Common Wire Nails 2 ½"	kilo	3	Six Hundred Sixty Pesos (Php 660.00)	In Figures: _____ In Words: _____
	Concrete Nails 4"	kilo	1	Two Hundred Twenty Pesos (Php 220.00)	In Figures: _____ In Words: _____
	Plywood, ¼ x 4 x 8	piece	20	Seventeen Thousand Pesos (Php 17,000.00)	In Figures: _____ In Words: _____
	Coco Lumber, 1 x 6 x 10	piece	40	Ten Thousand Pesos (Php 10,000.00)	In Figures: _____ In Words: _____
	Angle Bar ¼ x 2	piece	55	Sixty Thousand Five Hundred Pesos (Php 60,500.00)	In Figures: _____ In Words: _____
	Welding Rod #11	kilo	6	Two Thousand One Hundred Pesos (Php 2,100.00)	In Figures: _____ In Words: _____
	Tek Screw Metal 2"	piece	350	Three Thousand Five Hundred Pesos (Php 3,500.00)	In Figures: _____ In Words: _____
	Flat wall Enamel White	gal	2	Two Thousand Four Hundred Pesos (Php 2,400.00)	In Figures: _____ In Words: _____



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	Paint (Nile Blue)	gal	1	One Thousand Six Hundred Pesos (Php 1,600.00)	In Figures:_____ In Words:_____
	Marine Plywood, 3/4 x 4 x 8	piece	25	Seventy Five Thousand Pesos (Php 75,000.00)	In Figures:_____ In Words:_____
	THNN Wire, 3.5 mm2	meter	150	Six Thousand Pesos (Php 6,000.00)	In Figures:_____ In Words:_____
	Bulb, 10 watt, white	piece	30	Eleven Thousand Seven Hundred Pesos (Php 11,700.00)	In Figures:_____ In Words:_____
	Bulb socket	piece	30	Three Thousand Pesos (Php 3,000.00)	In Figures:_____ In Words:_____
	Light Switch, 3-gang	piece	10	Two Thousand Five Hundred Pesos (Php 2,500.00)	In Figures:_____ In Words:_____
	Metal Stud, 2 x 3 x 10	piece	30	Seven Thousand Five Hundred Pesos (Php 7,500.00)	In Figures:_____ In Words:_____
	Metal Screw 3"	box	1	Six Hundred Pesos (Php 600.00)	In Figures:_____ In Words:_____
	Toks Screw	box	1	Six Hundred Pesos (Php 600.00)	In Figures:_____ In Words:_____
	Bolts & Nut 1/4 x 1"	piece	200	Five Thousand Pesos (Php 5,000.00)	In Figures:_____ In Words:_____



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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: _____



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Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



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Member

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.
- [Bidder's Representative/Authorized Signatory]*
- [JURAT]*
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Bids and Awards Committee

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



- ERL C. VILLAGONZALO
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- ATTY. MAY S. CARREON
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- SANDRA S. ARAO-ARAO
Member
- SANDRA S. ARAO-ARAO
Member
- CRISTINA V. RIVERA
Member
- GINA A. CALAPARDO
Member

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

* This form will not apply for WB funded projects.