



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prc9armm@gmail.com



REQUEST FOR QUOTATION (RFQ) No. 06-15

(Small Value Procurement)

REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission – Region IX Office is inviting you to participate in the Negotiated Procurement under Section 34 – Small Value Procurement of the New Government Procurement Act of RA 12009 for the project: **SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE.**

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

For inquiries you may email at ro9@prc.gov.ph or you may call the BAC Secretariat at Facsimile No. 062-925-0080.

Thank you.

Very truly yours,

ERL C. VILLAGONZALO
Chief PRO
RBAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prcgarmm@gmail.com



REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

REQUEST FOR QUOTATION (Negotiated Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC) PAGADIAN REGIONAL OFFICE IX**, with address at PRC Regional Office IX building, Regional Center, Balintawak, Pagadian City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE**, in accordance with Section 34 – Small Value Procurement of the New Government Procurement Act of RA 12009.

Name of Project : Procurement of Supply and Delivery of Meal and Snacks for the Capacity-Building in the Administration of Licensure Examination in PRC Zamboanga Satellite Office.

Approved Budget for the Contract: Nine Thousand Pesos

Location : PRC Zamboanga Satellite Office, R. T. Lim Boulevard, Zamboanga City.

Specification : See attached **Annex “A”** for the Term of Reference and **Annex “B”** for Financial Bid.

Delivery Date : June 12, 2025

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) duly signed by the owner or his duly authorized representative **on or before 10 o'clock in the morning of June 9, 2025** via manually to PRC Pagadian Regional Office IX, Balintawak Regional Center, Pagadian City, or via email at ro9@prc.gov.ph, to which quotations submitted will be evaluated at the Conference Room.

❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. The Procuring Entity does not accept partial bid.
3. Price quotations/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 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.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prc9armm@gmail.com



REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

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 bidder or his/her duly authorized representative/s.

Copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with the quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement
4. Warranty Certificate
5. Tax Clearance

Submitted in lieu of DTI Registration and Mayor's Permit)

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

For inquiries, you may contact the RBAC Secretariat at Telephone No. 062-925-0080.

Very truly yours,

ERL C. VILLAGONZALO
Chief PRO
RBAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prc9armm@gmail.com



ANNEX “A”

REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

TERMS OF REFERENCE (TOR)

PROCUREMENT OF THE SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE

(Through Section 34 of the New Government Procurement Act of RA 12009)

1. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Nine Thousand Pesos (Php 9,000.00), inclusive of all applicable bank and government charges.

2. Specification

PROCUREMENT OF THE SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE		
ITEMS	QTY	Technical Specifications
1	15	AM Snacks
2	15	Packed Lunch
3	15	PM Snacks

3. Scope of Work

- Supply and delivery of packed Meal and Snacks

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE

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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prcgarmm@gmail.com



REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF MEAL AND SNACKS FOR THE CAPACITY-BUILDING IN THE ADMINISTRATION OF LICENSURE EXAMINATION IN PRC ZAMBOANGA SATELLITE OFFICE.

ITEM	TITLE	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER'S AUTHORIZED REPRESENTATIVE	DESIGNATION	COMPANY
1	AM Snacks			
2	Packed Lunch			
3	PM Snacks			



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prcgarmm@gmail.com



ANNEX “B”

REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
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:

Procurement of the Supply and Delivery of Meal and Snacks for the Capacity-Building in the Administration of Licensure Examination in PRC Zamboanga Satellite Office			BID QUOTATION / BID PRICE
ITEMS/Description	QTY	APPROVED BUDGET FOR THE CONTRACT	*** the quoted/bid price shall not exceed the approved budget for the contract inclusive of all taxes and bank charges
AM Snacks	15	3,000.00	In Figures: _____
Packed Lunch	15	3,000.00	In Figures: _____
PM Snacks	15	3,000.00	In Figures: _____

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: _____



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prcgarmm@gmail.com



REGULAR MEMBERS

- ERL C. VILLAGONZALO**
Chairman
- ATTY. MAY S. CARREON**
Vice-Chairperson
- GUILBERT J. CATUBAY**
Member
- GLADYS CLAIRE R. ENOT**
Member
- MARIA PINKY M. DE PANO**
Member
- JORGE B. DUTERTE**
Member
- NORA A. SIASON**
Member
- 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**
Member
- CRISTINA V. RIVERA**
Member
- GINA R. CALAPARDO**
Member

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
Pagadian Regional Center, Balintawak, Pagadian City
Tel. Fax: 062-925-0080
Email: prcgarmm@gmail.com



REGULAR MEMBERS

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

GUILBERT J. CATUBAY
Member

GLADYS CLAIRE R. ENOT
Member

MARIA PINKY M. DE PANO
Member

JORGE B. DUTERTE
Member

NORA A. SIASON
Member

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
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

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 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]
[Format shall be based on the latest Rules on Notarial Practice]