



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region IX
4th Floor, City Commercial Center, Pagadian City
Tel. Fax: 062-925-0080
Email: prc9armm@gmail.com



REQUEST FOR QUOTATION (RFQ) No. 2025-03-07

(Small Value Procurement)

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Projects

OSCAR B. BELARGA, JR.
Provisional Member, IT Projects

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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: **PROCUREMENT OF SUPPLY AND DELIVERY OF POLO SHIRTS AND COLLATERALS IN CELEBRATION OF THE NATIONAL WOMEN’S MONTH IN PRC REGIONAL OFFICE IX, PAGADIAN CITY.**

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



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REQUEST FOR QUOTATION

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: **Procurement of Supply and Delivery of Polo Shirts and Collaterals in Celebration of the National Women’s Month in PRC Regional Office IX, Pagadian City** 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 Polo Shirts and Collaterals in Celebration of the National Women’s Month in PRC Regional Office IX, Pagadian City

Approved Budget for the Contract: Thirty-Five Thousand Nine Hundred Pesos (Php 35,900.00).

Location : PRC Regional Office IX building, Regional Center, Balintawak, Pagadian City .

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

Delivery Date : Within Twenty 10 Calendar days upon receipt of Purchase Order.

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) manually or via email, duly signed by the owner or his duly authorized representative **on or before 10 o’clock in the morning of March 14, 2025** manually at the PRC Pagadian Regional Office IX, 4th floor, City Commercial Center, Rizal Avenue, Pagadian City, at which time the envelope containing the quotation or via email at ro9@prc.gov.ph will be evaluated at the Conference Room 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 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.
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.



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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. Warranty Certificate
4. 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



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ANNEX “A”

REGULAR MEMBERS

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TERMS OF REFERENCE (TOR)

PROCUREMENT OF SUPPLY AND DELIVERY OF POLO SHIRTS AND COLLATERALS IN CELEBRATION OF THE NATIONAL WOMEN’S MONTH IN PRC REGIONAL OFFICE IX, PAGADIAN CITY (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 Thirty-Five Thousand Nine Hundred Pesos (Php 35,900.00) inclusive of all applicable bank and government charges

2. Specification

PROCUREMENT OF SUPPLY AND DELIVERY OF POLO SHIRTS AND COLLATERALS IN CELEBRATION OF THE NATIONAL WOMEN’S MONTH IN PRC REGIONAL OFFICE IX, PAGADIAN CITY		
ITEMS	QTY	Technical Specifications
I	47	Polo Shirt (Purple/Violet, Sublimation) (xsmall, small, medium, large, xlarge and xxlarge)
II	59	Reusable water tumbler (with NMWC Logo)

3. Scope of Work

The supplier shall provide the following items:

1. Polo Shirts

- Quantity: 47
- Material: Sublimation
- Sizes: Extra Small, Medium, Large, Extra Large, 2XL
- Color: Purple/Violet
- Design: front and back with print (NMWC logo and PRC Logo)
- Packaging: Individually packed per size category

2. Collaterals

Reusable Water Tumbler with NMWC Logo

- Quantity: 59
- Design: Printed logo and slogan as per approved layout
- Size: Standard reusable water tumbler



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**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROCUREMENT OF SUPPLY AND DELIVERY OF POLO SHIRTS AND
COLLATERALS IN CELEBRATION OF THE NATIONAL WOMEN’S MONTH IN
PRC REGIONAL OFFICE IX, PAGADIAN CITY**

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



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF
POLO SHIRTS AND COLLATERALS IN CELEBRATION OF THE NATIONAL
WOMEN’S MONTH IN PRC REGIONAL OFFICE IX, PAGADIAN CITY

ITEM	ITEM DESCRIPTION	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER’S AUTHORIZED REPRESENTATI VE	DESI GNAT ION	COMP ANY
I	Polo Shirt (Purple/Violet, Sublimation)			
	(xsmall, small, medium, large, xlarge and xxlarge)			
II	Reusable water tumbler			
	(with NMWC Logo)			



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ANNEX “B”

REGULAR MEMBERS

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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:

PROCUREMENT OF SUPPLY AND DELIVERY OF POLO SHIRTS AND COLLATERALS IN CELEBRATION OF THE NATIONAL WOMEN’S MONTH IN PRC REGIONAL OFFICE IX, PAGADIAN CITY			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
Polo Shirt (Purple/Violet, Sublimation) (xsmall, small, medium, large, xlarge and xxlarge)	47	Php 21, 150.00	In Figures:_____ In Words:_____
Reusable water tumbler(with NMWC Logo)	59	Php 14,750.00	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: _____



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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



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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]