



Bids and Awards Committee

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



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Member

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Provisional Member, IT Projects


CRISANTO L. DECENA
Provisional Member, Non-IT Projects

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ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION

RFQ No. 2022 – 39

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:


The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS.**

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

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,


JOSEY. CUETO, JR.
Commissioner
BAC Chairman



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REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a negotiated procurement for the project: **SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS** accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

Name of Project :	SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS
Approved Budget for the Contract :	Eight Hundred Thousand Four Hundred Fifteen Pesos (₱800,415.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 8:00 in the morning of June 27, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **June 27, 2022, at 9:00 in the morning. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat.**

❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



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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. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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, such as Official Receipt of payment)
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Omnibus Sworn Statement
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)
5. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).*

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

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,

JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS

(Through Small Value Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

BACKGROUND:

The Mid-Year Performance Assessment (MYPA) and Re-Planning Conference is the Commission's semestral activity every year involving Delivery Units (DUs), Professional Regulatory Boards (PRBs), and Test Consultants which aims to assess the Commission's performance accomplishments, and to address the issues and concerns in the implementation of the programs, projects and activities, and updates thereon. This activity is being made pursuant to the Department of Labor and Employment's (DOLE) Administrative Order No. 533, s. 2019 that prescribes the yearly conduct of all the concerned and attached agencies' assessment of performance planning and commitment activities in order to attain their targets, strategies and objectives to be adopted for the succeeding years, and to be reflected in the required reportorial requirements and pertinent documents. In addition, the MYPA and Re-Planning Conference will be preceded by the conduct of performance assessment activities per DUs pursuant to PRC Resolution 1498, s. 2022, in order to assess their respective first quarter performance, to undertake preparation of financial reports in preparation to the conduct of MYPA and Re-Planning Conference, and to take steps on devising interventions to maximize every DUs' Budget Utilization Rate (BUR).

The upcoming 2022 MYPA will aim to assess the Commission's overall *status quo* on its programs, projects, activities, and its accomplishments that are in line with the Duterte Administration's 10-point Socioeconomic agenda, and it will likewise aim to strategize the Commission's priority plans and programs which may be recalibrated in the next administration. As part of the conduct of said assessment activity, the corporate materials and kits will showcase the Commission's accomplishments and its significant milestones for the past six (6) years, manifested through photos and write-ups in the portfolio of completed projects which represents the Commission's faithful adherence to its mandated services, in print and digital formats. These materials shall be utilized in the said activity as their reference in the formulation of strategies, actions, and interventions to be adopted and implemented in the year 2023 and in the incoming administration.

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 **Eight Hundred Thousand Four Hundred Fifteen Pesos (₱800,415.00)** inclusive of all applicable bank and government charges.



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II. Qualification Requirements:

The service provider shall:

1. Be a reputable communications/advertising firm or graphic design studio with at least two (2) years business operation;
2. Only use the design and lay-out provided by the end-user. The first printed customized planner with 16 gb USB flipcard and Sign Pen shall be presented to the end-user for approval prior to mass production;
3. Comply with documentary requirements under the procurement law and its implementing rules and regulations
4. Inclusive of 12% Value Added Tax (VAT)

III. Specification

SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS	
Description	Technical Specifications
CUSTOMIZED PLANNER	➤ Size - Letter Size (Portrait)
	➤ No. of Pages - 60 pages excluding cover and flyleaf and pocket holder for USB
	➤ Stock - <i>Cover</i> : c2s 120 gsm with glossy laminated mounted on pasteboard <i>Inside</i> : c2s 100 gsm for coffee table book and all use 100gsm wood-free white writing paper; color printed for Planner and Offset Pages.
	➤ Color - Colored by offset printing
	➤ Finishing - Ballpark cost of printing at a high-quality level of paper and cover.
	➤ Binding - Hardbound and Perfect Bind with front pocket holder for USB
	➤ Quantity - 300 units
USB FLIPCARD	➤ Size - 16GB USB Flip Card with PRC Name and Logo
	➤ Quantity - 300 PCS
SIGN PEN	➤ Color - Sign Pen with PRC Name and Logo (Black/Blue)
	➤ Quantity - 300 PCS
DELIVERY LEAD TIME: Thirty (30) days upon receipt of Contract/Purchase Order	



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IV. TERMS OF PAYMENT:

Advance payment not exceeding fifteen percent (15%) upon receipt of approved contract/purchase order, on the remaining eighty-five percent (85%) payment shall be made upon complete delivery of three hundred (300) units of customized MYPA corporate materials/kits, subject to inspection and issuance of satisfactory service and acceptance.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS

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



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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:

SUPPLY, PRINTING AND DELIVERY OF FY 2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE CORPORATE MATERIALS/KITS

DESCRIPTION	QUANTITY	BID PROPOSAL PER PIECE COST (Php)	TOTAL BID PROPOSAL (Php)
Customized Planner	300 UNITS		
USB Flip Card	300 PCS		
Sign Pen	300 PCS		
TOTAL			

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.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: