



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
3F South Wing, Robinsons Place Butuan,  
J. C. Aquino Avenue, Butuan City  
Contact Nos.: (085)815-0915/0930-229-1575



### REQUEST FOR QUOTATION (RFQ No. 2025-02-016) Negotiated Procurement – Small Value Procurement

Date: February 11, 2025

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

Name of Venue/Company: \_\_\_\_\_

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

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

Dear Sir/Madame:

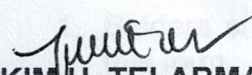
The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE XIII**, with office address at 3F South Wing, Robinsons Place Butuan, J.C. Aquino Avenue, Butuan City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PROVISION OF JANITORIAL SERVICES FOR APRIL 01 – DECEMBER 31, 2025** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract in the amount of **ONE HUNDRED TWENTY SEVEN THOUSAND SIX HUNDRED SIXTY SEVEN PESOS AND 79/100 (P127,667.79)**.

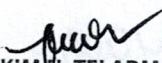
We are furnishing you herewith a copy of the posted Request for Quotation with **Annexes "A, B, and C"**, for your reference.

For inquiries, you may call the BAC Secretariat, **Ms. Cherry May A. Mamasu-Espejon** at contact number 09272731179 or email at [ro13.fad@prc.gov.ph](mailto:ro13.fad@prc.gov.ph)


Thank you.

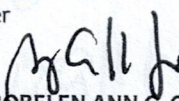
Very truly yours,

  
**KIM H. TELARMA, CPA**  
BAC Chairperson

  
**KIM H. TELARMA**  
BAC Chairperson

**MADELENE T. AMANTE**  
BAC Vice Chairperson


  
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Member

  
**ATTY. ROBELEN ANN G. CALLANTA**  
Member

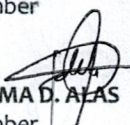
  
**RODOLFO O. MAPOY, JR.**  
Member

Secretariat:

  
**CHERRY MAY A. MAMASU-ESPEJON**  
Head Secretariat

  
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Member

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**FATIMA D. ALAS**  
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### REQUEST FOR QUOTATION (RFQ No. 2025-02-016) Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE XIII**, 3F South Wing, Robinsons Place Butuan, J.C. Aquino Avenue, Butuan City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PROVISION OF JANITORIAL SERVICES FOR CY 2024** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract in the amount of **ONE HUNDRED TWENTY SEVEN THOUSAND SIX HUNDRED SIXTY SEVEN PESOS AND 79/100 (P127,667.79)**.

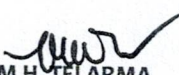
Name of Project :	PROVISION OF JANITORIAL SERVICES FO CY APRIL 01 – DECEMBER 31, 2025 (RFQ No. 2025-02-016)
Approved Budget for the Contract:	ONE HUNDRED TWENTY SEVEN THOUSAND SIX HUNDRED SIXTY SEVEN PESOS AND 79/100 (P127,667.79), <i>inclusive of all taxes, and bank and government charges payables.</i>
Specification :	See attached <b>Annexes "A, B, and C"</b> for the Terms of Reference, Technical Specifications and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually, by mail/courier or via-email at [ro13.fad@prc.gov.ph](mailto:ro13.fad@prc.gov.ph) duly signed by the owner or his duly authorized representative using the "PRC Official Forms" provided herein, **on or before 1:00 o'clock in the afternoon on Friday, February 21, 2025** at the PRC Regional Office XIII, 3F South Wing, Robinsons Place Butuan, J.C. Aquino Avenue, Butuan City, at which time the quotation will be evaluated in the presence of the representative/s who may choose to attend.

Bids submitted via e-mail should be password encrypted. Late bids shall not be accepted.

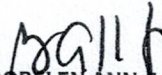
#### ❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, bank and government charges payable.

  
KIM H. TELARMA  
BAC Chairperson

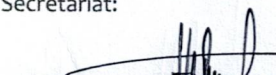
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BAC Vice Chairperson

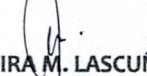
  
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ATTY. ROBELEN ANN G. CALLANTA  
Member


  
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Secretariat:

  
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Head Secretariat

  
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MARILYN V. RICO  
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FATIMA D. ALAS  
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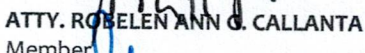
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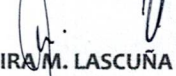
  
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4. Quotations exceeding the approved budget for the contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation, more advantageous to PRC, and which complies with the Terms of Reference and minimum Technical Specifications.
6. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
7. Payment shall be made within 15-30 days upon receipt of the complete Billing Statement, on a bank-to-bank basis/ over the counter.

Copies of the following eligibility requirements are required to be submitted along with your quotation/proposal:

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 (Platinum Certificate)
3. Latest Income / Business Tax Return  
*(Except for gov't. agencies as lessors)*
4. Secretary's Certificate / Authorization to sign as representative
5. Omnibus of Sworn Statement

❖ *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 bidders for any expense 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 call the BAC Secretariat, **Ms. Cherry May A. Mamasu-Espejon** at contact number (085)815-0915 or 09272731179 or email at [ro13.fad@prc.gov.ph](mailto:ro13.fad@prc.gov.ph)

Very truly yours,

  
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## ANNEX "A"

### TERMS OF REFERENCE

#### PROVISION OF JANITORIAL SERVICES FOR APRIL 01 – DECEMBER 31, 2025

(Through Negotiated Procurement under Section 53.9 Small Value Procurement of the 2016 Revised IRR of R.A. 9184)

##### 1. Approved Budget for the Contract:

The bidder shall quote for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE HUNDRED TWENTY-SEVEN THOUSAND SIX HUNDRED SIXTY-SEVEN PESOS AND 79/100 (P127,667.79)**, inclusive of all taxes, and bank and government charges payables.

##### 2. Specifications:

No.	Scope of Work/ Schedule of Requirements	Schedule of Delivery
1	The undertaking shall consist in the provision of one (1) worker who will maintain the cleanliness and sanitation of the whole premises of PRC RO13.	During Contract of Implementation
2	The Contractor shall provide to PRC RO13 well trained-and-qualified janitor, one (1) male for PRC RO13.	During Contract of Implementation
3	The Contractor shall assign or allow janitor to work in the premises who are duly accepted by PRC RO XIII only. The Contractor shall give a written notice to the Chief of the Finance & Administrative Division whenever the assigned personnel is to be removed or replaced.	During Contract of Implementation
4	The Contractor shall provide a reliever or replacement in case of absence of the assigned janitor to ensure continuous and uninterrupted service.	During Contract of Implementation
5	The PRC RO13 reserves the right to request for an increase in the number of janitors assigned in the office or to request for his reassignment if the exigency of work so requires.	During Contract of Implementation
6	The Procuring Entity shall provide all the supplies and equipment needed for the maintenance of the cleanliness and orderliness of the office.	During Contract of Implementation
7	The Janitors assigned shall render eight hours of work every day, as indicated on the working time shift schedule in the area provided by PRC RO13.	During Contract of Implementation


  
KIM H. TELARMA  
BAC Chairperson

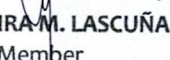
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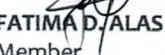
  
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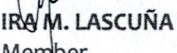
  
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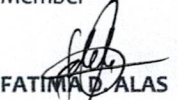
  
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8	<p>The daily routine services to be rendered by the janitor shall be:</p> <ul style="list-style-type: none"><li>a. Sweeping, dusting, and polishing floor of all rooms, corridors, lobbies, stairs, fire exits, and entrances or areas as required by the Commission;</li><li>b. Cleaning and wiping of all office tables, glass tops, furniture and fixtures, window ledges, Venetian blinds, counters, doorknobs and glass partition;</li><li>c. Cleaning, sanitizing and removal of stains or spots from the floors, walls and other surfaces;</li><li>d. Provide assistance in the cleaning on weekly basis of fans &amp; air-con filters;</li><li>e. Fetching water and filling of containers in the comfort rooms when water is not available;</li><li>f. Assists in the carrying and moving of furniture and fixtures;</li><li>g. Proper disposal of solid and liquid waste pursuant to R.A. 9003 otherwise known as "Ecological Solid Waste Management Act of 2000";</li><li>h. Upkeep of office potted plants;</li><li>i. Thorough general cleaning, washing and scrubbing of all the areas and comfort room facilities; and</li><li>j. Other related tasks as may be deemed necessary.</li></ul>	During Contract of Implementation
9	<p>The monthly routine services to be rendered by the janitor shall include:</p> <ul style="list-style-type: none"><li>a. Dusting and removing of cobwebs from the ceiling;</li><li>b. To provide assistance in the general cleaning of air-conditioning units;</li><li>c. General polishing of outer surface of window glasses;</li><li>d. General cleaning of draperies, blinds, and window screens;</li><li>e. Cleaning of ornamental plants and polishing of signs and fixtures;</li><li>f. Thorough and general cleaning of all areas including stockrooms and vaults of all offices;</li><li>g. Replanting and replacement of potted plants; and</li><li>h. Other related tasks as may be required by PRC RO13.</li></ul>	During Contract of Implementation
	<b>QUALIFICATIONS OF THE JANITOR</b>	
1	<p>The janitor to be assigned by the Winning Bidder must possess the following qualifications:</p> <ul style="list-style-type: none"><li>a. Filipino citizen;</li><li>b. Not related to any PRB or PRC official/employee (regular, casual, contractual, job order) within the 3<sup>rd</sup> degree of affinity or consanguinity;</li><li>c. Of good moral character, with NBI clearance and without previous record of any conviction of a criminal offense involving moral turpitude;</li><li>d. At least a high school graduate and are properly trained on janitorial services;</li><li>e. Not less than 18 years old but not more than 35 years old; and</li></ul>	During Contract of Implementation





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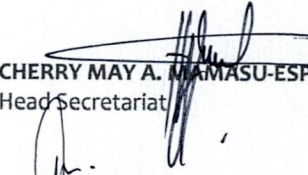
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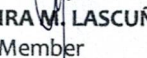
  
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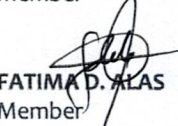
  
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	f. Physically and mentally fit.	
2	The Janitor shall submit his resume and other pertinent documents for employment to the Chief of the Finance & Administrative Division before deployment. In addition, they shall submit the following: a. Medical certificate; b. NBI clearance; c. Police clearance; and d. Affidavit under oath of no relationship e. Vaccination Card	During Contract of Implementation
3	The Janitor shall wear appropriate attire with company ID and shall be worn at all times while on duty.	During Contract of Implementation
4	The Janitor shall render satisfactory services from Monday through Friday or as may be required by PRC in the interest of the service.	During Contract of Implementation
<b>SUPERVISION AND ADMINISTRATION</b>		
1	The Contractor together with its assigned employee agree to abide with the performance and janitorial requirements of PRC RO13 in general and in the office where he is assigned at all times and comply promptly with directives, instructions and existing policies, programs, rules and regulations of PRC.	During Contract of Implementation
2	The Janitor shall be under the supervision of the Chief of the Finance & Administrative Division. Before he assumes his function, an orientation of the scope of responsibility, rules and regulations of PRC and related matters shall be by the Finance & Administrative Division with the assistance of the Human Resource Management Officer. He shall not assume his post without the proper orientation.	During Contract of Implementation
3	The Contractor shall execute a Certification under oath that the janitor is screened and declared physically and mentally fit before he is allowed to report to his assigned post.	During Contract of Implementation
4	If the Janitor is found to be under the influence of alcohol and/or prohibited drugs, he shall be immediately relieved from his post. No janitor shall smoke inside the premises of PRC RO13 and/or while on duty. The Contractor shall immediately replace the erring janitor otherwise, PRC RO13 shall deduct the cost of maintaining the post.	During Contract of Implementation
5	The Contractor shall provide adequate and responsible supervision over its personnel and assume full responsibility for the proper and efficient performance of his duties.	During Contract of Implementation
6	PRC R13 reserves the right to increase and/or decrease the number of janitors as the need arises. The Contractor shall correspondingly comply within twenty-four (24) hours upon receipt of a written notice.	During Contract of Implementation





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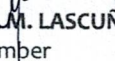
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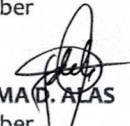
  
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7	Before the expiration, the Contract may be extended upon agreement of both parties on a month-to-month basis but not to exceed six (6) months, due to the exigency of the service, or should there be a delay in the selection and awarding of a replacement contractor in accordance with RA 9184 and its Implementing Rules and Regulations.	During Contract of Implementation
	<b>PAYMENT</b>	
1	Payment for services rendered in accordance with the contract shall be made by the PRC RO13 directly to the Contractor on a monthly basis.	During Contract of Implementation
2	Payment for services to the janitor shall be the amount appearing in the payroll of the Contractor. No amount shall be deducted from the salary of the Janitor as payment/share for the equipment/supplies. <b>Violation of this agreement shall be a ground for termination of contract and/or blacklisting.</b>	During Contract of Implementation
3	Claims for payments by the Contractor shall be supported by the following documents: a. Statement of Account; b. Certification of completed delivery of janitorial services; c. Certification that the contractor complied with the applicable laws and labor standards; d. Notarized Sworn Statement of the representative to transact in behalf of the company; e. Accomplishment Report for Overtime; f. Approved Office Order for Overtime/Permission to stay; g. Daily Time Records; and  In addition, the Contractor shall furnish/issue:  h. Monthly certification or provide proof that the janitor who has rendered services in PRC was paid in accordance with the provisions of the Minimum Wage Law, the New Labor Code and other pertinent laws and decrees. On the certification issued, the janitor's signature should be obtained proving that their salaries have been received by them before PRC releases subsequent payments; and i. Certified true copy of the monthly proof of payment/remittances from PAG-IBIG, SSS, PHILHEALTH, and other applicable deductions to PRC every 15 <sup>th</sup> day of the following month.	During Contract of Implementation
4	All taxes payable to the government shall be borne by the Contractor.	During Contract of Implementation
5	In case of increase of wage rate due to enactment of new laws, the Contractor may seek adjustment in writing, subject to the approval of the Commission.	During Contract of Implementation





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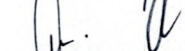
  
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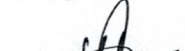
  
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6	The Contractors Performance Bond shall be liable for any damages or losses that may arise directly or indirectly, attributable to the negligence or misbehavior or direct participation of the Janitor assigned by the Contractor. In case the bond is not sufficient to cover such losses or damages, the Contractor shall pay the balance directly to the PRC RO13.	During Contract of Implementation
7	The Contractor shall assume full responsibility on any claim for any compensation on injuries from accidents of the Janitor assigned to PRC RO13 in connection with the performance of their duties and shall free PRC for any legal suit in connection therewith, there being no employer-employee relationship between PRC and the Janitor.	During Contract of Implementation
8	The foregoing Terms and Conditions shall form part of the contract. Any violations of the bidding, and the contract, shall be sufficient grounds for the cancellation of the contract and/or blacklisting.	During Contract of Implementation
9	PRC RO13 reserves the right to terminate the contract after thirty (30) calendar days written notice to the Contractor after due verification of facts that the Contractor is not providing satisfactory services or not complying with the terms and conditions of the contract.	During Contract of Implementation
10	Attached as "Annex A" is the Breakdown of Cost of Janitorial Services per Janitor per month.	During Contract of Implementation
11	The WINNING BIDDER acknowledges that the services rendered under the Contract entered into with PRC shall be solely as an independent contractor. WINNING BIDDER shall not enter into any Memorandum of Agreement or commitment in behalf of PRC. WINNING BIDDER further acknowledges that it is not entitled to any employment rights or benefits. It is expressly understood that the Contract is not a joint venture between PRC and the WINNING BIDDER.	During Contract of Implementation
12	WINNING BIDDER expressly agrees that the Contract entered into with PRC RO13 and all its terms and conditions are subordinate to the rules and regulations which may be imposed from time to time by government regulatory bodies, instrumentalities or agencies.	During Contract of Implementation
13	The Contract between PRC RO13 and the WINNING BIDDER shall be for a period of nine (9) months commencing upon the execution of the contract with PRC. <i>Provided however, that the services of the WINNING BIDDER is automatically extended until such time that a new Janitorial Contract shall have been executed.</i>	During Contract of Implementation
14	This Contract shall not be assigned by the winning bidder to any party without the prior written consent of the PRC RO13.	During Contract of Implementation





## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
3F South Wing, Robinsons Place Butuan,  
J. C. Aquino Avenue, Butuan City  
Contact Nos.: (085)815-0915/0930-229-1575



### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF JANITORIAL SERVICES FOR APRIL 01 – DECEMBER 31, 2025

  
KIM H. TELARMA  
BAC Chairperson

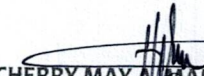
MADELENE T. AMANTE  
BAC Vice Chairperson

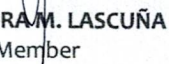
  
FAITH P. GONZALES  
Member

  
ATTY. ROBELEN ANN G. CALLANTA  
Member

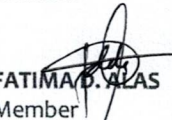
  
RODOLFO O. MAPOY, JR.  
Member

Secretariat:

  
CHERRY MAY ALAMASU-ESPEJON  
Head Secretariat

  
IRAM M. LASCUÑA  
Member

MARILYN V. RICO  
Member

  
FATIMA D. ALAS  
Member

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





# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
3F South Wing, Robinsons Place Butuan,  
J. C. Aquino Avenue, Butuan City  
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## ANNEX "B"

### MONTHLY RATE OF JANITOR

Breakdown of Cost of Janitorial Services per Janitor per Month

8 hours' work/day (Monday to Friday)

SCHEDULE 1: AMOUNT PAID DIRECTLY TO JANITOR	
Daily Wage Rate ("W")	₱435.00
Average Monthly Pay/Rate (DW*No. of Days/12)	
Five (5) days Incentive Leave ("W"x5/12)	
Uniform Allowance	
13 <sup>th</sup> Month Pay (DWXNo.of days/12/12)	
TOTAL	
SCHEDULE 2: AMOUNT TO GOVERNMENT IN FAVOR TO JANITOR	
SSS Premium (SSS Circular No. 2024-06)	
Philhealth Contribution (Current Rate at 5%)	
State Insurance Fund	
Pag-Ibig Premium (Current Rate)	
Total Amount Due to Worker	
Total Amount to JANITOR and Government	
SCHEDULE 3: AGENCY FEE	
Administrative Overhead and Margin	
SCHEDULE 4: TAXES PAID TO GOV'T (12% VAT)	
VAT	
Total Amount per Janitor	
No. of Janitor	
TOTAL MONTHLY ESTIMATE	
TOTAL ESTIMATE (APRIL 01, 2025 TO DEC. 31. 2025)	

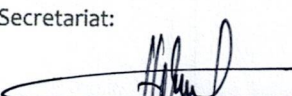
  
KIM H. TELARMA  
BAC Chairperson

MADELENE T. AMANTE  
BAC Vice Chairperson

  
FAITH P. GONZALES  
Member

  
ATTY. ROBELEN ANN G. CALLANTA  
Member

RODOLFO O. MAPOY, JR.  
Member

Secretariat:  
  
CHERRY MAY A. MAMASU-ESPEJON  
Head Secretariat

IRAM. LASCUNA  
Member

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Member





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### ANNEX "C"

#### 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:

No.	Scope of Work/ Schedule of Requirements	# of Janitor	AMOUNT
1 Lot	PROVISION OF PRC RO13 JANITORIAL SERVICES FOR APRIL 01 - DECEMBER 31, 2025	1 MALE - PRC RO13	

#### Total Bid Price for the Project:

(inclusive of all taxes, and bank and government charges payable)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF ALL TAXES, AND BANK AND GOVERNMENT CHARGES PAYABLE.**

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation:

Name of Company:


Address:

Contact No:

  
KIM H. TELARMA  
BAC Chairperson

MADELENE T. AMANTE  
BAC Vice Chairperson


  
FAITH P. GONZALES  
Member

  
ATTY. ROBELEN ANN G. CALLANTA  
Member


  
RODOLFO O. MAPOY, JR.  
Member

Secretariat:

  
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FATIMA D. ALAS  
Member