



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph



JEROME M. BAÑES
Chairman

ATTY. DOMINIC M. CERBITO
Vice Chairperson

JOSE JUSTO M. CAUSTRE, JR.
Member

VICENTE L. OLLANIS, JR.
Provisional Member

LESTER LOUTESZ. BENTOR
Provisional Member

SECRETARIAT:

JUDelyn L. DANAC
Secretary

JENALYN C. SARGALE
Member

JOSE CHARLIE O. MOLIT
Member

REQUEST FOR QUOTATION (RFQ) No. 2025-018-LEG

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission Regional Office V, is inviting you to participate in the Negotiated Procurement under Section 53.9 -- Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Procurement of Polo Shirt and Foldable Fan for Women's Month Celebration for C.Y. 2025.**

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 prc.legazpicity@gmail.com or you may call the BAC Secretariat at Facsimile No. (052) 481-3323 or email us at ro5.bac@prc.gov.ph

Thank you.

Very truly yours,

JEROME M. BAÑES
RBAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3333
Email: ro5.bac@prc.gov.ph




JEROME M. BANE
Chairman


BETTY DOMINIC M. CERSITO
Vice-Chairperson


JOSE JUSTO M. CALUSTRE, JR.
Member

VICENTE L. OLLANES, JR.
Provisional Member


ESTER LOUIES Z. BONTOR
Provisional Member

SECRETARIAT:


JUDELYN E. DANA O
Secretary


JENALYN C. SARSALE
Member


JOSE CHARLIE O. MOLIT
Member

REQUEST FOR QUOTATION5 (RFQ No. 2025-018-LEG)

The PROFESSIONAL REGULATION COMMISSION (PRC) LEGAZPI REGIONAL OFFICE, with address at Regional Government Center Site, Rawis, Legazpi City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Section 53.9 - Small Value Procurement of the 2016 Revised IRR of R.A. 9184 for the Project: **Procurement of Polo Shirt and Foldable Fan for Women's Month Celebration for C.Y. 2025**

| | |
|-----------------------------------|--|
| Name of Project: | Procurement of Polo Shirt and Foldable Fan for Women's Month Celebration for C.Y. 2025 RFQ No. 2025-018-LEG |
| Approved Budget for the Contract: | Thirty-One Thousand Seven Hundred Sixty Pesos (PhP31,760.00) |
| Location : | Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City |
| Specification : | See attached Annex "A" for the Term of Reference and Annex "B" for Financial Bid. |

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 11 o'clock in the morning 13 March 2025** manually at the PRC Legazpi, Regional Government Center Site, Rawis, Legazpi City, at which time the envelope containing the quotation or via email at ro5.bac@prc.gov.ph will be evaluated at the Conference Room, Ground Floor, PRC Main Building, 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" and "B")**.
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.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph



ANNEX "A"

TERMS OF REFERENCE (TOR)

PROCUREMENT OF POLO SHIRT AND FOLDABLE FAN FOR WOMEN'S MONTH CELEBRATION FOR C.Y. 2025 (Negotiated Procurement under Section 53.9 - Small Value Procurement)

I. 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-One-Thousand Seven Hundred Sixty Pesos (31,760.00), inclusive of all applicable bank and government charges.

II. Specifications:

| Quantity | Unit of Issue | Item & Description | Approved Budget | |
|----------|---------------|--|--------------------|---------------------|
| | | | Estimate Unit Cost | Estimate Total Cost |
| 70 | pc | LOT-1 POLO SHIRT ✓ Color: White and Purple ✓ Sizes: XSmall, Small, Medium, Large, XLarge, XXL Large | 368.00 | 25,760.00 |
| 100 | pc | ** please see attached sample and design ** LOT-2 FOLDABLE FAN W/ PRINT ✓ Color: White ** please see attached sample and design ** | 60.00 | 6,000.00 |
| TOTAL | | | PhP | 31,760.00 |

III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC ROV on a check or bank-to-bank basis.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract price/s by the winning provider.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF POLO SHIRT AND FOLDABLE FAN FOR WOMEN'S MONTH CELEBRATION FOR C.Y. 2025

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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph



JEROME M. BARNES
Chairman

ATILIO DOMINIC M. CERRITO
Vice-Chairperson

JOSE JUSTO M. CALISTRE, JR.
Member

VICENTE L. OLLANES, JR.
Provisional Member

LISTER LOUIE Z. BENTOR
Provisional Member

SECRETARIAT:

JUDELYN L. DANAOG
Secretary

JENALYN C. SARRALE
Member

JOSE CHARLIE O. MOLIT
Member

8. Payment shall be made upon receipt of Statement of Account/Billing Statement on a cash basis.

In addition to the quotation/proposal, 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. Latest Income / Business Tax Return

- ❖ *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 RBAC Secretariat at Facsimile No. (052) 481-3323, or you may e-mail at ro5.bac@prc.gov.ph

Very truly yours,

JEROME M. BARNES
RBAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph



JEROME M. BARRER
Chairman

ATTY. DOMINIC M. CERBITO
Vice-Chairperson

JOSE JUSTO M. CALUSTRE, JR.
Member

VICENTE L. OLLANES, JR.
Provisional Member

ESTER LOUISE Z. BENTOR
Provisional Member

SECRETARIAT:

LUDELYN L. PANANO
Secretary

ANALYN C. SANSALE
Member

JOSE CHARLIE O. MOLIT
Member

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:

| Quantity | Unit of Issue | Item & Description | BID QUOTATION | |
|----------|---------------|--|---------------|------------|
| | | | Unit Cost | Total Cost |
| 70 | pc | LOT-1 POLO SHIRT ✓ Color: White and Purple ✓ Sizes: XSmall, Small, Medium, Large, XLarge, XXL Large, | | |
| 100 | pc | ** please see attached sample and design ** LOT-2 FOLDABLE FAN W/ PRINT ✓ Color: White ✓ ** please see attached sample and design ** | | |
| TOTAL | | | | |

Total Bid Price for the Project (Inclusive of all Taxes and delivery charges)

PROCUREMENT OF POLO SHIRT AND FOLDABLE FAN FOR WOMEN'S MONTH CELEBRATION FOR C.Y. 2025

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: _____

WOMEN'S MONTH T-SHIRT SAMPLE

Sample link: https://drive.google.com/file/d/1YXV33adCIR-T7CG-p1_AqDZqvrHo8r55Zf/view?usp=sharing

Logo link:

https://drive.google.com/file/d/1aXqQhO6E4X_GNMRAxjVFE9mRnJvWEicr/view?usp=sharing



WOMEN'S MONTH FOLDABLE FAN SAMPLE

