



Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission
Cagayan de Oro Regional Office No. X

Skypark, Limketkai Center, Cagayan de Oro City
Cellphone No.: 0916-528-6221 Email: prc.cdobac2018@gmail.com



JERRY F. CRAUSUS
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KATELYN/ELIS H. ESCARTIN
Member

REQUEST FOR QUOTATION

(RFQ No. 2025-01-03)

Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madame:

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROVISION OF POSTAGE AND COURIER SERVICES (2025) FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)** 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 (ABC) of **THREE HUNDRED THOUSAND PESOS ONLY (P300,000.00)**.

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

For inquiries you may email at prc.cdobac2018@gmail.com or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

Thank you.

Very truly yours,

JERRY F. CRAUSUS
RBAC Chairperson



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REQUEST FOR QUOTATION
(RFQ No. 2025-01-03)
Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROVISION OF POSTAGE AND COURIER SERVICES (2025) FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)** 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 of **THREE HUNDRED THOUSAND PESOS ONLY (P300,000.00)**.

Name of Project:	PROVISION OF POSTAGE AND COURIER SERVICES (2025) FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (RFQ No. 2025-01-03)
Approved Budget for the Contract:	THREE HUNDRED THOUSAND PESOS ONLY (P300,000.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.
Specification:	See attached Annexes “A” and “B” for the Terms of Reference and Financial Bid.

Schedule of Activity:

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	February 3, 2025 (Monday) 10:00 a.m.	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at prc.cdobac2018@gmail.com.Bids submitted via e-mail should be password encrypted.Late bids shall not be accepted.
Opening and Evaluation of Bids	February 3, 2025 (Monday) 10:30 a.m.	
Post qualification	February 3, 2025 (Monday) 11:00 a.m.	<p>The winning bidder shall be required to attend the face-to-face post qualification.</p> <p>In the event that the winning bidder is from outside CDO, he/she shall be required to attend a virtual post qualification on scheduled date and time. The RBAC Secretariat shall send the link thru their registered e-mail addresses on same date.</p>



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Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually, by mail/courier or via e-mail, duly signed by the owner or his duly authorized representative/s using the "PRC Official Forms" provided herein.

❖ 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**.
3. Price quotation/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 Philippine peso shall include all applicable taxes, bank, government charges, and other similar charges.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Single/Lowest Calculated Quotation shall advance to the post-qualification stage during which offered services shall be subjected to inspection and approval of the End-user/s before the award of contract.
7. Award of contract shall be made to the single/lowest quotation, more advantageous to PRC-X, and which complies with the Scope of Work.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
9. Payment shall be made on a bank-to-bank basis within 7-15 days upon receipt of the complete Billing Statement.

In addition to the quotation/proposal, copies of the following eligibility requirements are required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Certificate of Registration
3. Notarized Omnibus Sworn Statement

***For Individuals** (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)

PRC-X assumes no responsibility whatsoever to compensate or indemnify bidders for any expense incurred in the preparation of the proposal.

PRC-X 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 email at prc.cdobac2018@gmail.com or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

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ANNEX "A"

TERMS OF REFERENCE

**PROVISION OF POSTAGE AND COURIER SERVICES (2025) FOR
PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO
REGIONAL OFFICE X (PRC-X)**

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

I. Approved Budget for the Contract:

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the ABC in the amount of Three Hundred Thousand Pesos Only (P300,000.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.

II. Terms of Reference:

A. OBJECTIVE

To engage the services of a Courier Service Provider (Courier) to render door-to-door delivery service of documents/records/mail/parcels/cargoes of the various sections/divisions of the Professional Regulation Commission Cagayan de Oro Regional Office (PRC-X), Skypark, Limketkai Center, Cagayan de Oro City, through the Finance Administrative Division for dispatch to its clientele within Cagayan de Oro City, PRC Central Office in Manila, as well as to fifteen (15) other PRC Regional Offices, PRC Satellite Offices and PRC Off-Site Service Centers, and other government offices effective 01 March 2025 until 31 December 2025.

B. SCOPE OF SERVICES AND REQUIREMENTS

The project shall include the receipt and handling of documents/records/mail/parcels/ cargoes for delivery from PRC-X to its clientele within Cagayan de Oro City, PRC Central Office in Manila, as well as to fifteen (15) other PRC Regional Offices, PRC Satellite Offices, and PRC Off-Site Service Centers, other government offices, and individuals, with the following requirements:

1. The courier shall have at least three (3) years of experience in providing door-to-door delivery service to domestic areas.
2. The courier shall provide the needed supplies and materials such as bags, pouches, envelopes, boxes, receptacle stickers (for parcels), and others, with charges to be included in the monthly billing and specifically identified in the List of Statement of Charges for its effective operation/services in the PRC-X.



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3. The courier shall provide nationwide coverage for its services and can provide services for the specified domestic destinations.

For nationwide coverage:

The fifteen (15) other PRC Regional Offices are in NCR, Rosales, Pangasinan, San Fernando-Pampanga, Calapan-Mindoro, and in the cities of Tuguegarao, Baguio, Lucena, Legazpi, Cebu, Iloilo, Tacloban, Davao, Koronadal, Pagadian and Butuan.

The PRC satellite office is located in Zamboanga City.

The PRC off-site service centers are located in:
Robinson Place Iligan City
Robinson Place Valencia City, Bukidnon

4. In cases where the Courier has no delivery for far-flung areas or areas not included in the Certified List of Serviceable Areas provided by the Courier deemed as Out of Serviceable Areas (OSA)¹, e.g. barangays, the Courier shall provide a pick-up arrangement from its nearest Servicing Branch and shall inform the client as well as PRC-X of the availability of documents for pick up.
5. Courier shall provide the PRC-X, every quarter, with the updated List of Serviceable Areas.
6. The courier shall perform the following services:

6.1 **PRC-X General Courier Service needs.** Give priority to all PRC-X documents/records/mails/parcels/ cargoes in the shipment of the same and shall make sure that they are delivered on time to the specified consignee in undamaged condition, every Wednesdays and Fridays at 11:00 a.m., cut-off time with a lead time of not more than two (2) days.

6.1.1 Provide the following add-on services, as provided for in its Technical bid, at no cost to PRC X:

6.1.1.1 Boxes, pouches, packaging tapes, and forms for PRC-X's consumption in transporting their goods;

6.1.1.2 Electronic cargo tracking and monitoring system for fast, regular, and accurate information on PRC-X shipment;

6.1.1.3 Specifically designated and secure area with a dedicated team at Courier's sorting hub exclusively for PRC-X cargoes and documents;

6.1.1.4 Customized risk-based delivery systems for accountable forms, checks, and other sensitive official documents;

6.1.1.5 Assignment of Special Team to handle the PRC X account to ensure full implementation of Courier's contractual obligations;

¹Out of Serviceable Area - far-flung area; no regular delivery schedule; mails/parcels are consolidated for delivery 2 - 3 times a week.



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6.1.1.6 Delivery of PRC-X documents to clients with a secure, fool-proof system;

6.1.1.7 Call center facility with courier services; and

6.1.1.8 Assistance in public information, surveys, and social marketing programs.

6.1.2 Shall deliver cargo/es only to the Consignee or a duly authorized PRC representative at the address as specified on the top portion of PRC-X Bill of Lading which should be the same Consignee indicated in Courier's waybill. Any delivery made to a person or entity other than the intended Consignee or duly authorized representative **shall be deemed a failure of delivery for which the Courier shall be liable to re-deliver** and take the fastest means available, and charge the difference in the shipment of freight cost to itself.

6.1.3 Except in cases of force majeure, the serviceable areas with corresponding lead times are as follows:

Destination	No. of Days
	During Normal Days
Metro Manila	3-4
Luzon	3-4
Visayas and Mindanao other than Region 10	2-3
Out of Serviceable Area (OSA) (for provincial mails/ parcels)	3-4
Provincial (Serviceable Areas)	2-3
Within Misamis Oriental	Next day

NOTE: Calendar days exclude Sundays/declared holidays/local holidays.

6.1.3.1 Serviceability will be based on Courier's List of Serviceable Areas. No delivery for far-flung areas or OSA.

6.1.3.2 Should any loss, theft, damage, or any other similar cause occur while shipment is under the custody of Courier, it is understood that arrangements for its replacement including assistance, and costs among others shall be limited to the Courier and the applicant/recipient and vice versa.

6.1.3.3 The agreed-upon procedures and lead times for Return to Sender (RTS) are as follows:

a) Undelivered transactions due to Bad Address or Unknown Consignee – For both Cagayan de Oro City and other Provincial transactions – 2 delivery attempts.

b) Undelivered transactions after making 2 delivery attempts – FOR CAGAYAN DE ORO CITY TRANSACTIONS- The document will stay at the Courier's nearest branch.

6.1.3.4 If the consignee does not call/ contact Courier within 5 calendar days, all undelivered/ unclaimed documents/ parcel/ cargo

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shall be returned to PRC-X within twenty-four (24) hours on the said 5th day.

6.1.3.5 FOR PROVINCIAL TRANSACTIONS – the document/ parcel/ cargo will stay at the Courier's branch/agent office for 10 days and return to PRC-X the same unclaimed document/ parcel/ cargo thereafter.

6.2 In addition to the preparation of airway bills, and Proof of Delivery (POD) tracking number, the Courier shall likewise indicate therein the File Reference Number assigned by the concerned section/ division of PRC-X;

6.3 Receive/sign at the space provided for in the Consolidated List of Mails/Parcels for Dispatch Through Courier (PRC-X Form); and

6.4 Send back the accomplished PRC-X Form to PRC-X FAD, through email, the following working day indicating therein the following data per mail:

- assigned POD tracking number;
- weight;
- declared value for the parcel; and
- corresponding delivery charge.

In the event of work suspension within the day, the Courier shall pick up the documents/mail/parcels based on the mutually agreed revised cut-off time between the PRC-X and the Courier.

7. The courier shall have a Web-enabled tracking facility.
8. If the signed POD is lost or not returned within the applicable timelines specified above, the Courier shall:
 - a. issue a certified Delivery Receipt or any alternate document, ink-signed by the intended recipient/authorized representative of the Addressee/ Consignee Professional; or
 - b. submit a duly notarized Affidavit of Loss within five (5) calendar days from the date of delivery/ knowledge of loss.
9. The Courier, shall declare a document/mail/parcel/ cargo as undelivered after two (2) unsuccessful delivery attempts, except in cases where the Addressee/ Consignee has already moved out, is deceased, refused to receive, or in other circumstances where another delivery attempt is futile. In this case, the document/mail/parcel/ cargo shall immediately be declared as "undelivered". As such, the Courier shall inform the PRC-X FAD through email of the undelivered document/mail/parcel within five (5) calendar days from the last unsuccessful delivery attempt and shall return the undelivered document/mail/parcel to PRC-X within 24 hours of that fifth (5th) day except for legal documents. The courier shall issue a certification of failed delivery of legal documents to PRC-X.



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10. The Courier shall ensure the protection of all documents/emails/parcels received from loss, damage, or destruction from the time of pick-up from PRC-X FAD until the same are delivered to the intended addressees.

In case of unavoidable loss and damage to documents/mail/parcels, the Courier shall immediately advise the PRC-X FAD through email. A notarized Affidavit of Loss shall be submitted by the Courier within five (5) calendar days from the date of the incident and the cost of redelivery of the mail shall be waived.

11. For parcels with declared value, the liability of the Courier shall be limited to the declared value indicated in the POD.

For documents/mail/parcels with no declared value, the damaged documents/mail/parcels shall immediately be returned to PRC-X FAD for replacement by the concerned division/ section. The replaced documents/mail/ parcels shall be processed and delivered to the addressee/ Consignee by the Courier at no additional cost to the PRC-X.

12. The Courier shall provide insurance coverage for a parcel with the declared value of the contents against damage, misplacement, or loss while in their custody, the valuation cost is computed at 1% of the declared value which amount shall be added to the basic delivery charge per parcel.

13. The Courier must guarantee an uninterrupted service, except for fortuitous events and acts of God or nature.

14. The Courier shall observe strict confidentiality shall not disclose information or materials which come into its possession and shall not use the same in any manner or purpose.

15. Notwithstanding the preceding provisions, Courier shall not be held liable for any unsuccessful deliveries due to the following causes:

- Wrong or incomplete address of the Consignee/ Addressee;
- Changes in the address of PRC Regional Office and Courier are not duly notified; and
- Force majeure, or acts of God or nature (flood, typhoon, and analogous cases) or fortuitous events, which events are beyond the control of Courier such as war, strike, riot, fire explosion, sabotage, accident, labor disputes, default of common carrier, and other analogous or similar events.

In the event of loss or theft of the document/ record/ parcel/ cargo, beyond the control of the Courier, it shall officially notify the PRC-X



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immediately upon discovery of the loss or theft, otherwise, the said loss or event shall be considered as negligence on the part of the Courier.

All written notices required under this agreement shall be deemed given three (3) business days after transmission/ mailing, if and when: (1) personally delivered to the other party or its designated agent/representative, (2) sent/ transmitted through fax or (3) transmitted thru registered email.

16. The Courier expressly agrees that the contract entered into with PRC-X and all its terms and conditions are subordinate to the rules and regulations that may be imposed from time to time by government regulatory bodies, instrumentalities, or agencies.

17. This Contract shall not be assigned by the Courier to any party without the prior written consent/ approval of PRC-X.

C. DILIGENCE REQUIRED

1. The courier shall **exercise extraordinary diligence in the handling of the shipment**. Except in cases of force majeure or fortuitous event, Courier agrees to compensate PRC-X's claim for damages and losses based on the formal claim letter duly filed with complete documents attached, accepted, processed, and determined as the fault/ negligence of the Courier. Such claims must be filed within seven (7) days from the date of loss/ damage or from the time the consignee receives the damaged/ defective shipment from the Courier or failure to deliver due to the Courier's negligence. Payment of such claim shall, however, be limited to the reasonable and correct value appearing on the Bill of Lading or has been fairly and freely agreed upon by both parties.

2. The courier has the right but not the obligation to inspect any PRC-X shipment, but it shall not be authorized to open the shipment.

3. Except in cases of force majeure and fortuitous events, the Courier shall be precluded from doing any of the following, otherwise, it shall be deemed to be a negligent Contractor:

- 3.1 Bumping off PRC cargo in favor of other clients;
- 3.2 Refusing to transport, ship, and deliver PRC cargo;
- 3.3 Exercising stoppage in transit, or when a co-loader or subcontractor fails, for any justifiable reason, to fulfill the terms and conditions of co-loading or subcontracting agreements with Courier; and



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3.4 Ceasing transport, shipment, and delivery operations involving PRC-X cargo.

D. THE COURIER AS AN INDEPENDENT CONTRACTOR

The Courier acknowledges that the services rendered under the Contract entered into with PRC-X shall be solely as an independent contractor. It shall not enter into any Memorandum of Agreement or commitment on behalf of PRC-X. Courier further acknowledges that it is not entitled to any employment rights or benefits and has expressly understood that the Contract is not a joint venture with PRC-X.

E. APPROVED BUDGET FOR THE CONTRACT

1. The Approved Budget for the Contract shall be **THREE HUNDRED THOUSAND PESOS (₱ 300,000.00)**, inclusive of all taxes, bank, and government charges payable.

2. All bid prices shall be considered as fixed prices, and therefore not subject to price adjustment and escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board.

3. The Courier shall bill PRC-X by the rates provided in the contract every month attaching therein a List of Statement of Charges and Courier Waybills for all deliveries made within the month.

F. APPLICABLE RATES

Mindanao Origin:

DOCUMENT	INTRACITY	LUZON (SECTOR 3)	VISAYAS (SECTOR 2)	MINDANAO (SECTOR 1)
Regular Flyer (up to 500grams)	105.00	160.00	154.00	126.00
Large Flyer (up to 2kgs)	132.00	220.00	209.00	163.00
Extra Large Flyer (up to 3kgs)	220.00	402.00	380.00	275.00

PARCEL	INTRACITY	LUZON (SECTOR 3)	VISAYAS (SECTOR 2)	MINDANAO (SECTOR 1)
First 3kgs	242.00	443.00	420.00	297.00
Add on per kilogram	61.00	105.00	99.00	72.00

The above rates are inclusive of VAT

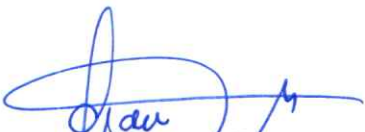



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APPLICABLE RATES FOR SECTORS

ORIGIN	DESTINATION	CHARGEABLE SECTOR RATE
Sector 1	Sector 1	Sector 1
Sector 1	Sector 2	Sector 2
Sector 1	Sector 3	Sector 3
Sector 2	Sector 1	Sector 1
Sector 2	Sector 2	Sector 2
Sector 2	Sector 3	Sector 3
Sector 3	Sector 1	Sector 1
Sector 3	Sector 2	Sector 2
Sector 3	Sector 3	Sector 3

IMPORTANT REMINDER/S:

Pick-up and Delivery within the city are chargeable as the "INTRACITY" sector

Other charges:

- Outside service area, if Applicable. Minimum of Php 350.00 (regular outside service area run)
- 1% Valuation Charge
- Fuel Surcharges (FS): Php 15.00

G. TECHNICAL REQUIREMENTS

1. The Courier must provide an online tracking system.
2. The system must provide an automatic/real-time validation of delivery/shipping payments (delivery status and name of recipient).
3. The Courier must include Help Desk (chat/email/phone) support to monitor all delivery/shipping transactions.
4. The Courier must have an office branch located in Cagayan de Oro City.

H. TERMS OF PAYMENT

1. Courier shall provide monthly Statement of Account (SOA), and shall be based on the actual number of documents/ mails/parcels picked up at PRC-X FAD and should be available both in summary and detailed level formats.
2. PRC-X shall pay the Courier within fifteen to thirty (15-30) days upon receipt of billing with complete documents.
3. The Courier shall, upon receipt of payment issue the corresponding official receipt, or at least within 24 hours from receipt of payment.



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Chairperson

ATTY. NORHANNA A. PANGANDAMAN-PAPORO
Vice-Chairperson

CHERRY B. TORRES
Member

MARICHOR N. EMPEDRAD
Member

KRISTIAN IVY P. DAGAMAS
Member

SECRETARIAT:

CONNIE A. EMBORONG
Member

ARCELO R. TEVES
Member

ARQUE M. BARRANTOS
Member

ABRIAN C. OLIVEROS
Member

KATELYN ELIS H. ESCARTIN
Member

I. LIQUIDATED DAMAGES

In case of delayed delivery of performance of services, the PRC-X shall have the right to impose liquidated damages, not by way of penalty, in an amount equivalent to 1/10th of 1% of the cost of delivery charge for every day of delay, collectible from any money due or which may become due the Courier, or in the absence or insufficiency thereof, from the posted performance security, at the option of the PRC-X. The computation of liquidated damages shall be reckoned on the date stated in the agreed delivery schedule. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PRC-X may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

J. EFFECTIVITY

This Contract between the PRC-X and the Courier shall be for Nine (9) months which shall commence on 01 March 2025 and shall expire on 31 December 2025.

Provided, however, that the services of the Courier are automatically extended until such time that a new Courier Contract shall have been executed.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROVISION OF POSTAGE AND COURIER
SERVICES (2025) FOR PROFESSIONAL REGULATION COMMISSION
CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**

SIGNATURE OVER PRINTED NAME
OF BIDDER/BIDDER'S AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission

Cagayan de Oro Regional Office No. X

Skypark, Limketkai Center, Cagayan de Oro City
Cellphone No.: 0916-528-6221 Email: prc.cdobac2018@gmail.com



ANNEX "B"

PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Scope of Work on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

No.	Project Name	ABC	BID PRICE
1	PROVISION OF POSTAGE AND COURIER SERVICES (2025) FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)	₱ 300,000.00	

Total Bid Price (inclusive of all applicable taxes, bank, government charges, and other similar 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/ Bidder's Authorized Representative
Signature over Printed Name

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: _____

Address: _____

Tel. /Fax No(s): _____

Email Add: _____