



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



REQUEST FOR QUOTATION
(RFQ No. 2025-01-02)
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: **PRC-X YEAR 2025 RENTAL OF BACKUP DUPLICATOR MACHINE FOR CONFIDENTIAL PRINTING ROOM USE** in accordance with Section 34 (Small Value Procurement) of the Republic Act No. 12009 otherwise known as the "*New Government Procurement Act*", with an Approved Budget for the Contract (ABC) of **TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (P275,000.00)**.

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


JERRY F. CRAUSUS
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


ARCEJO R. TEVES
Member


ARGEN N. BARRANTOS
Member


ADRIAN COLIVEROS
Member


KATELYN ELIS H. ESCARTIN
Member



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Name of Project :	PRC-X YEAR 2025 RENTAL OF BACKUP DUPLICATOR MACHINE FOR CONFIDENTIAL PRINTING ROOM USE (RFQ No. 2025-01-02)
Approved Budget for the Contract:	TWO HUNDRED SEVENTY-FIVE THOUSAND PESOS ONLY (P275,000.00), 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	January 28, 2025 (Tuesday) 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.Late bids shall not be accepted.
Opening and Evaluation of Bids	January 28, 2025 (Tuesday) 10:30 a.m.	
Post qualification	January 28, 2025 (Tuesday) 11:00 a.m.	

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.



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❖ 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.

Very truly yours,

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RBAC Chairperson



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ANNEX "A"

SCOPE OF WORK

PRC-X YEAR 2025 RENTAL OF BACKUP DUPLICATOR MACHINE FOR CONFIDENTIAL PRINTING ROOM USE

(Through Negotiated Procurement under Section 34 Small Value
Procurement of R.A. 12009)

I. Approved Budget for the Contract:

The supplier shall bid for all items described in this Scope of Work, which shall not exceed the ABC in the amount of Two Hundred Seventy-Five Thousand Pesos Only (P275,000.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.

II. Scope of Work:

NO. OF MACHINE	INCLUSIONS / CONDITIONS	DURATION OF USE	APPROVED BUDGET FOR THE CONTRACT (ABC)	TERMS OF PAYMENT	PENALTY CLAUSE
Four (4) units Duplicator machine	<ol style="list-style-type: none">FREE consumables for the machine:<ol style="list-style-type: none">Black Duplicator Machine Ink compatible to machine – 120 tubes (30 tubes per machine)Duplicator Master Roll compatible to machine – 60 rolls (15 rolls per machine);Duplicator machine must be in good running condition;In case of bugged down/malfunction, immediate replacement of duplicator machine;In case the consumables are utilized before the end of the calendar year 2025, additional	April 1, 2025 until consumables are utilized	P275,000.00 (inclusive of tax) Mode of payment: Advice to Debit Account (ADA) payment will be deposited after receipt of Statement of Account	Payment shall be made quarterly upon receipt of the Billing Statement from the winning supplier, net of applicable taxes	Failure to provide the number of required machines shall cause the revocation of the Contract of Back up Duplicator Machine rental



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	consumables will be purchased at the winning supplier;				
	5. In case the consumables are not utilized after the end of the contract, two (2) duplicator machines shall be retained.				
	6. Replacement of consumables if found defective.				
	7. Conducts monthly monitoring check up/maintenance or any time as requested.				

Note:

Duplicator Machines to be delivered at PRC-X Office, Cagayan de Oro City. For Cagayan de Oro City suppliers only.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE SCOPE OF
WORK FOR PRC-X YEAR 2025 RENTAL OF BACKUP DUPLICATOR
MACHINE FOR CONFIDENTIAL PRINTING ROOM USE**

SIGNATURE OVER PRINTED NAME
OF BIDDER/BIDDER'S 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 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	PRC-X YEAR 2025 RENTAL OF BACKUP DUPLICATOR MACHINE FOR CONFIDENTIAL PRINTING ROOM USE	₱ 275,000.00	

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: _____