



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
4th Floor C3 Bldg Rizal Ave. Pagadian City
Tel. Nos.: (062) 925-00-80/ (062) 955-4595



REQUEST FOR QUOTATION (RFQ No. 2025-06-08) Small Value Procurement

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Secretary

AMOR C. RODA
Member

SANDRA S. ARAO-ARAO
Member

CRISTINA V. RIVERA
Member

GINA R. CALAPARDO
Member

Date: June 9, 2025

Contact Person:
Designation:
Company Name:
Company Address:
Contact Details:

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IX, Pagadian City is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 revised IRR of the R.A. 9184 for the Project: **PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025.**

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

For any clarifications you may email at ro9@prc.gov.ph (for Pagadian Regional Office) or you may call the RBAC Secretariat, Tel No. (062) 925-0080.

Thank you,

Very truly yours,


ERL C. VILLAGONZALO
RBAC Chairman



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REQUEST FOR QUOTATION Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IX, PAGADIAN CITY** with office address PRC Region IX Building, Regional Center, Balintawak, Pagadian City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for a Project: **PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025** in accordance with Section 53.9 (Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project:	PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025
Approved Budget of the Contract:	Sixty Thousand Pesos (Php 60,000.00)
Location:	PRC Region IX Building, Regional Center, Balintawak, Pagadian City.
Specification:	See attached Annex “A” for the Term of Reference and Schedule of Delivery and Annex “B” for the Financial Bid.
Delivery Period:	Required within six (6) months after receipt of Notice to Proceed

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier or via email, duly signed by the owner or his/her duly authorized representative using the “PRC Official Forms” provided herein on or **before 10 o’clock in the morning of June 13, 2025** at the RBAC Secretariat, at the above stated address, at which time, the quotation/proposal will be evaluated PRC Region IX Building, Regional Center, Balintawak, Pagadian City 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” & “B”)**.
3. The Procurement Entity does not accept partial bid.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.

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Provisional Member, IT Projects
- MONTANO A. JANOLINO III**
Provisional Member, Non-IT Projects
- SECRETARIAT:**
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7. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered equipment shall be subjected to inspection and approval of the End-user/s before award of contract.
8. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. Please take note the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Actual demonstration on the operation and handling of goods Shall be included during the delivery.

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, as such as Official Receipt of Payment)
2. PhilGEPS registration Number
3. Omnibus of Sworn Statement
4. Tax Clearance

❖ *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 impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone No. (062) 925-0080 / or email at ro9@prc.gov.ph

Very truly yours,

ERL C. VILLAGONZALO
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025

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

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 **Sixty Thousand Pesos (Php 60,000.00)**, inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT OF COURIER SERVICE			
Scope of Service Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<ul style="list-style-type: none">Daily pick-up of cargoes and documents/printed matter from the PRC Region IX and PRC Zamboanga SO or as the need arises.Delivery to the addressee of PRC Region IX and PRC Zamboanga SO cargoes, documents and other printed matter, reckoned from the date of pick-up within three (3) working days.In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.Release of PRC Region IX and PRC Zamboanga SO mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.Return to PRC Region IX and PRC Zamboanga SO all unclaimed cargoes and mails containing PRC Region IX and PRC Zamboanga SO documents and other printed matter within five (5) working days from dispatch.Submit to PRC Region IX and PRC Zamboanga SO within thirty (30) calendar days, reckoned from dispatch the following:<ul style="list-style-type: none">Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/Unprinted matter.			

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b. Other reports and relevant documents as may be requested by PRC Region IX and PRC Zamboanga SO			
C. Billing/Statement of Account.			

III. MINIMUM QUALIFICATION

PROCUREMENT OF COURIER SERVICES		
Description	Duration of the Engagement	Bidders Statement of Compliance in Delivery Date
<ul style="list-style-type: none">With wide-range delivery network for local and international destinations.With online document tracking system for easy verification of status of deliveryMust be willing to give a credit line for them to be able to transact with PRC Region IX and PRC Zamboanga SO	The contract shall be for a period of six (6) months and shall commence immediately upon signing of the contract on July to December 2025.	

IV. CONFIDENTIALITY OF AGREEMENT

PROCUREMENT OF COURIER SERVICES		
Description	Confidentiality of Agreement	Bidders Statement of Compliance in Delivery Date
Courier Service	The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award	

V. SPECIFIC SCOPE OF SERVICES

- Daily pick-up of cargoes and documents/printed matter from the PRC Region IX and PRC Zamboanga SO or as the need arises.
- Delivery to the addressee of PRC Region IX and PRC Zamboanga SO's cargoes, documents and other printed matter, reckoned from the date of pick-up within three (3) working days.
- In instances where the addressee/s cannot be located, or delivery is not effected at the first attempt for reasons not due to the fault of the Service Provider, the latter shall pursue the delivery until three (3) attempts.
- Release of PRC Region IX and PRC Zamboanga SO mail shall be made only to the addressee or authorized representative, and only upon presentation and verification by the Service Provider of the authenticity of the identification card/s presented by the addressee or authorized representative.



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- Return to PRC Region IX and PRC Zamboanga SO all unclaimed cargoes and mails containing MARINA documents and other printed matter within five (5) working days from dispatch.
- Submit to PRC Region IX and PRC Zamboanga SO within thirty (30) calendar days, reckoned from dispatch the following:
 - Delivery Status Report and Delivery Receipt duly acknowledged by the addressee or his/her authorized representative with the signature over his/her printed name as proof the addressee has received the cargo, document/printed matter.
 - Other reports and relevant documents as may be requested by PRC Region IX and PRC Zamboanga SO.
 - Billing/Statement of Account.

VI. MINIMUM QUALIFICATIONS

- With wide-range delivery network for local and international destinations.
- With online document tracking system for easy verification of status of delivery
- Must be willing to give a credit line for them to be able to transact with PRC Region IX and PRC Zamboanga SO

VII. DURATION OF THE ENGAGEMENT

The contract shall be for a period of six (6) months and shall commence immediately upon signing of the contract on July to December 2025.

VIII. CONFIDENTIALITY OF AGREEMENT

The winning bidder shall execute and sign a Confidentiality and Non-Disclosure Undertaking upon receipt of Notice of Award.

IX. PAYMENT SCHEME

Payment shall be made within 15 calendar days at the end of each month based on the Statement of Account and Charge Invoice submitted by the external provider subject to applicable withholding and value added taxes.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS AND CONDITIONS FOR THE PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025.

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



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF COURIER SERVICES FOR THE
YEAR 2025.

ITEM	TITLE	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER'S AUTHORIZED REPRESENTATIV E	DESIGNA TION	COMPAN Y
LOT I	PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025			

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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:

PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025					BID QUOTATION / BID PRICE *** THE QUOTED/BID PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF ALL TAXES AND BANK CHARGES
ITEM	UNIT	QUANTITY	ITEM DESCRIPTION	ABC	
ITEM I	LOT	1	PROCUREMENT OF COURIER SERVICES FOR THE YEAR 2025	Php 60,000.00	

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 AND BANK CHARGES*

Bidder’s authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact: _____



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Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



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If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]



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SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

* This form will not apply for WB funded projects.