





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
Chairperson


ATTY. NORHANNA A. PANGANDAMAN-PAPORO
Vice-Chairperson


CHERRY B. TORRES
Member


MARICHOR N. EMPEDRAD
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KRISTIAN IVY P. DAGAMAS
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Member


ADRIAN C. OLIVEROS
Member


KATELYN ELIS H. ESCARTIN
Member

REQUEST FOR QUOTATION (RFQ No. 2025-02-18)

Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madame:

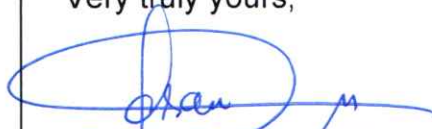
The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) ACTIVITIES FOR FY 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 (ABC) of **FIVE HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY (P518,880.00)**.

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

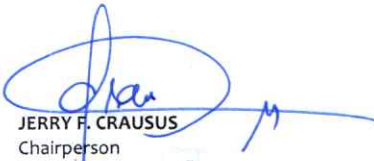



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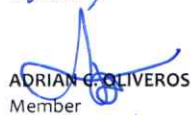

KRISTIAN IVY P. DAGAMAS
Member

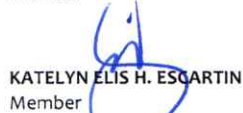
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REQUEST FOR QUOTATION

(RFQ No. 2025-02-18)

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: **PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) ACTIVITIES FOR FY 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 of **FIVE HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY (P518,880.00)**.

Name of Project :	PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) ACTIVITIES FOR FY 2025 (RFQ No. 2025-02-18)
Approved Budget for the Contract:	FIVE HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY (P518,880.00), 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 21, 2025 (Friday) 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	February 21, 2025 (Friday) 10:30 a.m.	
Post qualification	February 21, 2025 (Friday) 03:00 p.m.	The supplier shall be requested for food tasting for the PRC to determine whether the meals to be served in various activities have passed the standards.

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.

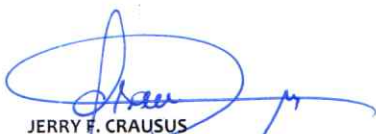


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❖ TERMS AND CONDITIONS

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 Terms of Reference.
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,


JERRY F. CRAUSUS
RBAC Chairperson



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ANNEX "A"

TERMS OF REFERENCE

**PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL
REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE
X (PRC-X) ACTIVITIES FOR FY 2025**

(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 Approved Budget for the Contract amounts to **FIVE HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED EIGHTY PESOS (P518,880.00)** inclusive of all applicable taxes, bank, government charges and other similar charges. Amount more than the ABC shall not be considered.

II. Specifications:

BREAKFAST	LUNCH/DINNER	AM/PM SNACKS
<ul style="list-style-type: none">Boiled/Fried eggBeef/Fish/pork/chickenRiceFresh fruits/ salad/ vegetable/ dessertCoffee/ canned juice	<ul style="list-style-type: none">Pork/beef/chickenFish/seafoodRiceFresh fruits/salad/ vegetable/dessertCanned juice/ softdrinks <p><i>At least 2 variants of beef/chicken/pork/fish and 1 vegetable</i></p>	<ul style="list-style-type: none">Sandwich/ burger with friesPasta/noodles with breadPastriesBanana /camote cueCanned juice/ softdrinks

MEALS	QUANTITY	UNIT COST (P)	TOTAL
Breakfast	296 <i>pax</i>	280.00	P82,880.00
Lunch	440 <i>pax</i>	300.00	132,000.00
Dinner	80 <i>pax</i>	300.00	24,000.00
Snacks	1,400 <i>pax</i>	200.00	P280,000.00
TOTAL			<u>P518,880.00</u>

The packed meals shall be served/ delivered to PRC-X Office located at Skypark, Limketkai Center, Cagayan de Oro City on the scheduled date of the event or as needed by the End-User. The supplier shall make delivery or deliveries to PRC-X on regular working days, during Office hours as presented below:

MEALS	DELIVERY TIME
Breakfast	7:00 AM
AM Snacks	9:30 AM
Lunch	11:00 AM
PM Snacks	3:00 PM
Dinner	6:00 PM



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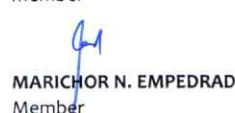
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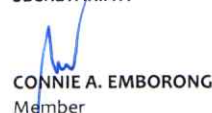

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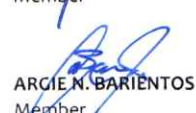

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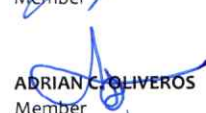

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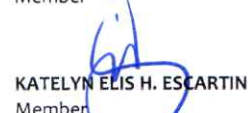
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On the other hand, the End-User shall coordinate with the supplier when the event falls on holidays and weekends or non-working days for the schedule time of the delivery of the packed meals.

Other inclusions:

- 1) Freshly cooked and prepared on the day of the activity.
- 2) Packed meals must be individually placed in an eco-friendly packaging and/or utensils.
- 3) Proposed menus shall be subject for approval by PRC-X.
- 4) The supplier shall be requested for food tasting for the PRC to determine whether the meals to be served in various activities have passed the standards. The supplier shall obtain an overall rating of at least 90% based on the following criteria for selection:

Criteria	Percentage
Taste and Quality of Food	50%
Serving Size/ Balanced Menu/ Complimentary Dishes	35%
Food Variety/ Options	15%
Total	100%

- 5) Inspection of equipment and other facilities during post-qualification.

III. Other Requirements:

- 1) The supplier shall assign a point person to coordinate with PRC-X regarding the schedule of conduct of the event and its requirements.
- 2) Transport of the goods shall be arranged by the supplier, and related costs shall be included in the contract price. PRC-X accepts no liability for the damage of goods during transit. Risk and title will not pass to PRC-X until its receipt and final acceptance at the final destination, through its authorized receiving personnel.
- 3) Proper sanitation in accordance with law shall be observed at all times. The supplier shall guarantee that food is prepared in accordance with sanitation law and shall maintain safe and clean food, equipment and other facilities in the surrounding areas of the activity.
- 4) Price quotation should be denominated in Philippine Peso and inclusive of VAT and other applicable taxes and charges.
- 5) The supplier shall submit a copy of Business Permit, PhilGEPS Certificate of Registration and Sanitary Permit.
- 6) Exclusive for Cagayan de Oro Suppliers only.

IV. Payment:

The payment for the services rendered shall be made within 7-15 days upon issuance of the Statement of Account (SOA) and on a bank-to-bank basis.



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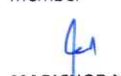


ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) ACTIVITIES FOR FY 2025


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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 Terms of Reference 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	PROCUREMENT OF MEALS FOR VARIOUS PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) ACTIVITIES FOR FY 2025	₱ 518,880.00	

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: _____