



Republic of the Philippines
Professional Regulation Commission
National Capital Region

Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 53101047
Email: ncr.bac@prc.gov.ph

REGULAR MEMBERS:

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Chairperson

ATTY. ZANDRA JANE J. DEL ROSARIO
Vice-Chairperson

RONALD ALLAN B. DENOSO
Member

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JACQUELYN P. BALATBAT
Provisional Member, Non-IT Projects

DARLING YEHLEN P. DELA ROSA
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Member

MAY ANN S. DELA CRUZ
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CARMY M. DELA CRUZ
Member

ANAMYLIN V. AUSTRIA
Member

REQUEST FOR QUOTATION Negotiated Procurement – Small Value Procurement

RFQ No. 2025-01

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee (**RBAC**) of the Professional Regulation Commission – National Capital Region (**PRC-NCR**) is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE PRC-NCR IN CONFORMANCE TO THE REQUIREMENT OF ISO 9001:2015 INCLUDING 7s REQUIREMENT**

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

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 53101047 or email at ncr.bac@prc.gov.ph

Thank you.

Truly,

AUDREY ANA M. AMPARO
RBAC Chairperson



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REQUEST FOR QUOTATION
(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION (PRC-NCR)**, with address at P. Paredes St., Sampaloc, Manila, through its Regional Professional Regulation Commission (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE PRC-NCR IN CONFORMANCE TO THE REQUIREMENT OF ISO 9001:2015 INCLUDING 7s REQUIREMENT/RFQ NO. 2025-01** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: **PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE PRC-NCR IN CONFORMANCE TO THE REQUIREMENT OF ISO 9001:2015 INCLUDING 7s REQUIREMENT**
RFQ NO. 2025-01

Total Approved Budget for the Contract: **Sixty-Two Thousand Two Hundred Sixty Pesos and Ninety-Nine Centavos (Php62,260.99) inclusive of all bank and government charges.**

Specification: **See attached Annexes “A” and “B” for the Terms of Reference and Schedule of Delivery, and Financial Bid.**

Delivery Date: **24 & 27 February 2025**

Schedule of Activity

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	6 February 2025 (Thursday)/9:00a.m.	Bidders who are legally, technically, and financially capable may submit their accomplished open quotation or proposal (Annex “B”) personally, by mail or courier, through facsimile, or via our official email account (ncr.bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC - NCR Official Forms” provided herein on or before 9:00 o’clock in the morning of 6 February 2025, at the RBAC Office, 2nd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila Late bids will not be accepted.
Opening and Evaluation of Bids	6 February 2025 (Thursday)/10:00 a.m.	The quotation or proposal will be evaluated at the NCR Conference Room, 2nd Floor, PRC Annex Building on 6 February 2025, at 10:00 o’clock in the morning.
Post Qualification	7 February 2025 (Friday)/10:00 a.m.	



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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 (Annex "A" & "B")**.
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 the Philippine peso shall include all taxes, duties and/or levies payable.
5. Sample materials are required during post-qualification.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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, such as Official Receipt of payment)
2. Valid proof of Philippine Government Electronic Procurement System (PhilGEPS) Registration
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Notarized Omnibus Sworn Statement
5. Secretary's Certificate / Authorization to sign as representative



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- ❖ *For Individual / Sole Proprietor (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 NCR assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC NCR 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. (02) 53101047 or email at ncr.bac@prc.gov.ph.

Truly,

AUDREY ANA M. AMPARO
RBAC Chairperson



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT
SYSTEM (QMS) OF THE PRC-NCR IN CONFORMANCE TO THE
REQUIREMENT OF ISO 9001:2015 INCLUDING 7s REQUIREMENT
24 & 27 FEBRUARY 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) inclusive of all applicable bank and government charges.

Provision of Meals for PRC-NCR, Quality Management Systems to ISO 9001:2015 Surveillance Audit on 22 April 2024, a with Approved Budget for the Contract (ABC) of Sixty-Two Thousand Two Hundred Sixty Pesos and Ninety-Nine Centavos (Php. 62,260.99).

II. Specification:

ITEM	QTY	Technical Specifications and Schedule of Requirement
Meals for the Quality Management System (QMS) of the PRC-NCR in Conformance to the requirement of ISO 9001:2015 including 7s requirement	50pcs	<p>Pre-packed AM Snack</p> <ul style="list-style-type: none">- One pan sandwich w/ chips- Canned Drink- Coffee/Hot Drink <p>Pre-packed Lunch</p> <ul style="list-style-type: none">- Rice (java, steam or garlic)- Two meat variant (choice of combination of beef & seafood or Pork & Fish- side dish- Dessert/Pastries- Bottled/Canned Drink <p>Pre-packed PM Snack</p> <ul style="list-style-type: none">- Pasta with Side Dish- Bottled/ Canned Drink- Coffee/ Hot Drink

III. Schedule of Delivery:

24 February 2025

For AM Snack – 7:15 to 7:45
For Lunch – 11:00 to 11:30
For PM Snack – 2:00 to 2:30

27 February 2025

For Brunch 10:30



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IV. Payment Scheme:

The payment shall be processed upon completion of delivery and acceptance by the PRC National Capital Region.

Payment shall be made within 1-15 calendar days upon the receipt of the Statement of Account/ Billing Statement. The payment shall be on a bank-to-bank transfer basis and shall be made upon receipt of the Statement of Account/Billing Statement. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

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 supplier.

V. Terms and Conditions:

1. The price quotation of the bidder shall be inclusive of all applicable taxes and service charges.
2. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed.
3. The winning bidder shall submit the proposed menu as part of its proposal or bid.
4. The winning bidder shall be subjected to hosting the food tasting.
5. A change of schedule is allowed in the event of a fortuitous or foreseen event beyond the control of the procuring entity.
6. The procuring entity may procure an additional set of meals as the needed arises at the same amount of the original contract price.

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE
FOR THE PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT SYSTEM
(QMS) OF THE PRC-NCR IN CONFORMANCE TO THE REQUIREMENT OF ISO
9001:2015 INCLUDING 7s REQUIREMENT
24 & 27 FEBRUARY 2025**

SIGNATURE OVER PRINTED NAME
OF 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:

PROJECT NAME	APPROVED BUDGET OF CONTRACT (ABC)	BID PRICE
PROCUREMENT OF MEALS FOR THE QUALITY MANAGEMENT SYSTEM (QMS) OF THE PRC-NCR IN CONFORMANCE TO THE REQUIREMENT OF ISO 9001:2015 INCLUDING 7s REQUIREMENT	Sixty-Two Thousand Two Hundred Sixty Pesos and Ninety-Nine Centavos (Php62,260.99)	

*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.

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 Company: _____

Address: _____

Contact No: _____

Email Add.: _____