



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. 2025-01-01)

Negotiated Procurement – Small Value Procurement

JERRY F. CRAUSUS
Chairperson

ATTY. NOSHANNA 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

ARGIE B. BARRANTOS
Member

ADRIAN C. OLIVEROS
Member

KATELYN ELIS H. ESCARTIN
Member

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 FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT OF VARIOUS LICENSURE EXAMINATIONS AND OTHER COMMISSION RELATED ACTIVITIES** in accordance with Section 34 (Small Value Procurement) of the Republic Act No. 12009 otherwise known as "New Government Procurement Act", with an Approved Budget for the Contract (ABC) of **THREE HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (P345,000.00)**.

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. 2025-01-01)
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: **PRC-X FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT OF VARIOUS LICENSURE EXAMINATIONS AND OTHER COMMISSION RELATED ACTIVITIES** in accordance with Section 34 (Small Value Procurement) of the Republic Act No. 12009 otherwise known as “*New Government Procurement Act*”, with an Approved Budget for the Contract of **THREE HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (P345,000.00)**.

Name of Project :	PRC-X FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT OF VARIOUS LICENSURE EXAMINATIONS AND OTHER COMMISSION RELATED ACTIVITIES (RFQ No. 2025-01-01)
Approved Budget for the Contract:	THREE HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (P345,000.00) , 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 20, 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.Late bids shall not be accepted.
Opening and Evaluation of Bids	January 20, 2025 (Monday) 11:00 a.m.	
Post qualification	January 20, 2025 (Monday) 11:30 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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Member

❖ 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 and minimum Technical Specifications.
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 and audit report.

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. CRAUSIUS
RBAC Chairperson



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ANNEX "A"

SCOPE OF WORK

**PRC-X FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT OF
VARIOUS LICENSURE EXAMINATIONS AND OTHER COMMISSION
RELATED ACTIVITIES**

(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 Scope of Work, which shall not exceed the ABC in the amount of Three Hundred Forty-Five Thousand Pesos Only (P345,000.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.


II. Scope of Work:


PERIOD OF RENTAL	TYPE OF VEHICLE	NUMBER OF VEHICLE	INCLUSIONS/ CONDITIONS	TIME / DAILY ROUTE	PROPOSED RATE/DAY/ VEHICLE)	TRIP PER DAY
One (1) year (per schedule of exam and other Commission related activities, if applicable)	1. 12-seater or more Van-type w/ an engine displacement not exceeding 2500cc, if gasoline-fed; or 3000cc, if diesel-fed; and/or with an engine exceeding four (4) cylinders	1. 47 van-type	1. For 12-seater or more van-type • Must have at least twenty (20) vans with proof of ownership 2. Driver with Professional Driver's License; 3. Meals of the driver; 4. Gasoline; 5. Daily disinfection of the van must be conducted to ensure it is ready for use; 6. The Vehicle/s shall be in consistent good running condition (replacement of vehicle in case the unit is in trouble);	1. 15 hours (From 4:30 a.m. until the end of the subject per day; PRC-X office to the venue within Cagayan de Oro & vice versa)	1. P5,000.00 Inclusive of tax per day per vehicle	1. 12 trips/ van/day (PRC-X office to venue within CDO/vice versa or as needed by exam personnel)
	2. Van-Type	2. As needed		2. 12 hours (from 5am to 8pm; PRC-X office to destination within and outside CDO)	2. Per destination rate + overtime rate/hour in excess of 12 hours inclusive of tax	2. As needed





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Member


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Member

	3. Any vehicle capable to haul arm chairs and other examination supplies and materials	3. As needed	7. The winning service provider will be notified 10-15 days prior to the scheduled examination/Commission related activities regarding the number of service vehicle/s required for deployment	3. 12 hours (time will be identified per arrangement; from the PRC-X office to the venue within CDO and vice versa)	3. ₱ 6,000.00 ===== Inclusive of tax per day per vehicle Mode of payment: Advice to Debit Account(ADA) payment will be deposited after receipt of Statement of Account	3. As needed
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**ACKNOWLEDGMENT AND COMPLIANCE WITH THE SCOPE OF WORK
FOR PRC-X FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT
OF VARIOUS LICENSURE EXAMINATIONS AND OTHER
COMMISSION RELATED ACTIVITIES**

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 FY 2025 SERVICE VEHICLE RENTAL FOR THE CONDUCT OF VARIOUS LICENSURE EXAMINATIONS AND OTHER COMMISSION RELATED ACTIVITIES	₱ 345,000.00	

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: _____