



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. 2025-02-19)

Negotiated Procurement – Small Value Procurement

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

ARCELO R. TEVES
Member

ARCIE N. BARRIENTOS
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: **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)** 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 **FIFTY THOUSAND PESOS ONLY (P50,000.00)**.

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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Name of Project:	Supply and Delivery of Purified Drinking Water and Provision of Hot and Cold Water Dispensers for Professional Regulation Commission Cagayan de Oro Regional Office X (PRC-X) RFQ No. 2025-02-19
Approved Budget for the Contract:	FIFTY THOUSAND PESOS ONLY (P50,000.00) <i>inclusive of all applicable taxes, bank, government charges, and other similar charges.</i>
Specification:	See attached Annexes "A" and "B" for the Technical Specifications and Financial Bid.

Schedule of Activity:

ACTIVITY	DATE OF TIME	REMARKS
Deadline for Submission of Bids	February 24, 2025 (Monday) 10:00 AM	<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 24, 2025 (Monday) 10:30 AM	
Post qualification	February 24, 2025 (Monday) 01:30 PM	

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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SECRETARIAT:

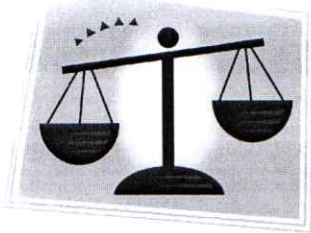
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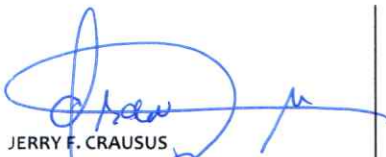


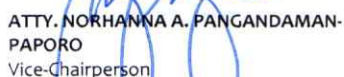
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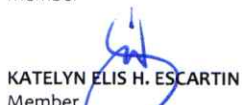
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❖ TERMS AND CONDITIONS

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 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. CRAUSUS
RBAC Chairperson



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ANNEX "A"

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)

(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:

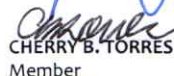
The PRC-X intends to apply the sum amount of **Fifty Thousand Pesos Only (P50,000.00)** being the ABC of the aforesaid procurement. The bid prices/s should not exceed the ABC of each item inclusive of all applicable taxes, bank, government charges, and other similar charges. Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

II. Specifications:

- The supplier shall deliver clean, safe and healthy to drink Purified Drinking Water which is equivalent to five (5) gallons per container to the PRC-X located at 2nd floor Skypark, Limketkai Center, Cagayan de Oro City;
- The containers shall be made of food grade material and must be tamper-proof to protect from contamination;
- The supplier shall deliver forty (40) containers, with five (5) gallons per container, on a weekly basis or four (4) times a month delivery [4 x 40 containers = 160 containers per month] or as may be required by PRC-X, delivery is free of charge;
- An additional number of containers per month might be requested by PRC-X from time to time, aside from that mentioned above and PRC-X will inform the supplier in writing;
- The supplier must provide and install with free of use of four (4) units of hot and cold water dispensers without cost to the PRC-X;
- The supplier must maintain and check the installed water dispensers every three (3) months and immediately replace defective water dispensers or as needed;
- The water dispensers and 5-gallons per container shall remain properties of the Supplier for exclusive use of purified drinking water. Negligence and improper use of the said dispensers and containers, as proven, resulting to major damage and/or loss shall be at the expense of PRC-X;
- The supplier must furnish a copy of all necessary permits and licenses to operate to PRC-X.


JERRY F. CRAUSIUS
Chairperson

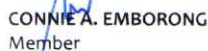
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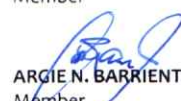

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i. Exclusive for Cagayan de Oro Suppliers only. III. Payments

- Payments shall be on a **delivered container per month** (inclusive of delivery fee), based on monthly delivery, as evidenced by the delivery receipts received by PRC-X personnel. **The cost per container shall not exceed ₱50.00 inclusive of all applicable taxes, bank, government charges, and other similar charges.**
- The price of the purified drinking water shall be fixed during the duration of the contract; and
- All payments made shall be subject to the usual government accounting and auditing rules and regulations.

IV. Contract Duration

The duration of the contract shall be for a period of ten (10) months, March 2025 to December 2025.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE AND TECHNICAL SPECIFICATIONS FOR SUPPLY AND
DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND
COLD WATER DISPENSERS FOR PROFESSIONAL REGULATION
COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**

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:

Name of Project	Qty	Approved budget for the Contract	Cost per Container	Total Bid Price
Supply and Delivery of Purified Drinking Water and Provision of Hot and Cold Water Dispensers for Professional Regulation Commission Cagayan de Oro Regional Office X (PRC-X)	1600 container	Fifty Thousand Pesos only (P50,000.00)		

Total Bid Price (inclusive of all taxes, bank, and government charges payable).

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: _____