



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. 2025-02-20)

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: **PROVISION FOR LEASE OF FIVE (5) PHOTOCOPYING MACHINES WITH CONSUMABLES 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 **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)**.

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

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

ARGIE N. BARRIENTOS
Member

ADRIAN C. OLIVEROS
Member

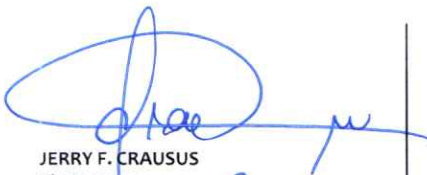
KATELYN ELIS H. ESCARTIN
Member

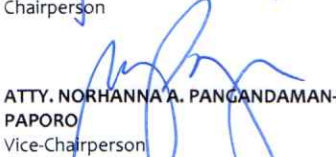


Bids and Awards Committee
Republic of the Philippines

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
Member

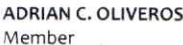

KRISTIAN IVY P. DAGAMAS
Member

SECRETARIAT:


CONNIE A. EMBORONG
Member


ARCEJO R. TEVES
Member


ARCIE N. BARRIENTOS
Member


ADRIAN C. OLIVEROS
Member


KATELYN ELIS H. ESCARTIN
Member

REQUEST FOR QUOTATION
(RFQ No. 2025-02-20)

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: **PROVISION FOR LEASE OF FIVE (5) PHOTOCOPYING MACHINES WITH CONSUMABLES FOR PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X) 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 **ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00)**.

Name of Project:	Provision for Lease of Five (5) Photocopying Machines with Consumables for Professional Regulation Commission Cagayan de Oro Regional Office X (PRC-X) (RFQ No. 2025-02-20)
Approved Budget for the Contract:	ONE HUNDRED EIGHTY THOUSAND PESOS ONLY (P180,000.00) , inclusive of all applicable taxes, bank, government charges, and other similar charges.
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) 11:00 AM	
Post qualification	February 24, 2025 (Monday) 2:30 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.



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-
PAORO
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 N. BARRIENTOS
Member

ADRIAN C. OLIVEROS
Member

KATELYN ELIS H. ESCARTIN
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. CRAUSUS
RBAC Chairperson



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



ANNEX "A"

TERMS OF REFERENCE

**PROVISION FOR LEASE OF FIVE (5) PHOTOCOPYING
MACHINES WITH CONSUMABLES 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 **One Hundred Eighty Thousand Pesos Only (P180,000.00)** being the ABC of the aforesaid lease. 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:

General Requirement

- The provider will provide leased equipment, servicing (all consumables, toner, kits, suitable highest quality spare parts, regular maintenance) within the specified period to complete the project;
- The provider shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test;
- The provider shall install the machines in the following designated offices:

OFFICES	NUMBER OF MACHINES
Finance and Administrative Division	2
Registration Section	1
Application Section	1
Regulation Division	1
TOTAL	5

- The provider shall supply all consumables, i.e., toner, developer, etc., and shall be for the account of the provider excluding paper;
- Without additional cost to the PRC-X, the provider shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition at all times during office time. Any damage/unserviceable parts shall be repaired/replaced without charge to PRC-X within the duration of the lease contract;

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

ARGIE N. BARRIENTOS
Member

ADRIAN C. OLIVEROS
Member

KATELYN ELIS H. ESCARTIN
Member



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
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

- f. The provider shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment;
- g. The provider shall conduct Technical Training to PRC-X personnel for the administration, operation and handling of the products to be supplied.
- h. The PRC-X shall, without additional cost, benefit from any improvement that may be introduced in said machines due to advancements in technology.
- i. Exclusive for Cagayan de Oro Suppliers only.

Machine Requirements and Specifications

The product and system's design shall be in accordance with the following specifications:

SPECIFICATIONS	REQUIREMENT
Functions	Copier, Network Printer, Scanner
Copy/Print Speed	Minimum of 35 cpm/ppm
Paper Size	Minimum of A4 up to Folio Legal
Capacity	1,000 sheets, 2 trays
Document Feeder	Reversing Automatic Document Feeder, Minimum of 100 sheets
Zoom Range	Standard 25% - 400%
Continuous Copy	1-99 copies
Scanning	Standard Scan, preferably colored
Printing	Standard Network Printer
Resolution	100 to 600 dpi
Output	Clean and Clear Copy

III. Rental Terms

- a. Rental charges shall be on a **cost-per-page** (all-inclusive of consumables, maintenance and replacement of parts and the services of machines and technicians), based on monthly meter readings taken from each machine, as evidenced by the meter reading cards/report. **The cost per page shall not exceed ₱1.00 per print inclusive of all applicable taxes, bank, government charges, and other similar charges;**
- b. Computation will be based on the number of copies shown on the meter reading cards/reports less 3% allowance for spoilage. There should be no accounting of spoiled paper. Inclusive of 180,000 copies for the 5 machines for the whole duration of the contract;




Bids and Awards Committee Republic of the Philippines

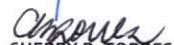
Professional Regulation Commission
Cagayan de Oro Regional Office No. X

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
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

- c. The aforementioned number of machines may be changed by PRC-X from time to time to provide flexibility in its operation. In case of increase, it shall not be more than five (5) units; and
- d. The monthly meter readings shall be conducted by a duly-authorized representative of the PRC-X and the CONTRACTOR.

IV. Payments

All accounts shall be payable monthly within fifteen (15) days from receipt of the billing statements. In case of incurred escalation cost due to additional machine or accumulated cost exceeded the contract price, the payment shall be subject to the unilateral and written approval of PRC-X and to availability of funds. All payments made shall be subject to the usual government accounting and auditing rules and regulations.

V. Term of Lease

The basic term of 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 PROVISION FOR
LEASE OF FIVE (5) PHOTOCOPYING MACHINES WITH CONSUMABLES
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



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



BAGONG PILIPINAS



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	Cost per page for 180,000 copies
Provision for Lease of Five (5) Photocopying Machines with Consumables for Professional Regulation Commission Cagayan de Oro Regional Office X (PRC-X)	

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: _____

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