



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Regional Government Center Site, Brgy. Rawis, Legazpi City
Tel. Fax: (052) 481-3323
Email: ro5.bac@prc.gov.ph



JEROME M. BAYES
Chairman

ATTY. DOMINIC M. CERBITO
Vice-Chairperson

JOSE JUSTO M. CALUSTRE, JR.
Member

VICENTE L. OLLANIS, JR.
Provisional Member

ESTER LOUISE L. BENTOR
Provisional Member

SECRETARIAT:

JUDELYN L. DANAOG
Secretary

JENALYN C. SARRALE
Member

JOSE CHARLIE O. MOLIT
Member

REQUEST FOR QUOTATION (RFQ) No. 2025-024-LEG

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission Regional Office V, is inviting you to participate in the Negotiated Procurement under Section 53.9 -- Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Procurement of Office Chair for C.Y. 2025.**

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

For inquiries you may email at prc.legazpicity@gmail.com or you may call the BAC Secretariat at Facsimile No. (052) 481-3323 or email us at ro5.bac@prc.gov.ph

Thank you.

Very truly yours,

JEROME M. BAYES
RBAC Chairman



Jerome M. Banes
Chairman

Atty. Dominick M. Cerbito
Vice-Chairman

Jose Justo M. Calustre, Jr.
Member

Vicente L. Ollanes, Jr.
Provisional Member

Lester Louies Z. Bontor
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REQUEST FOR QUOTATION (RFQ No. 2025-024-LEG)

The **PROFESSIONAL REGULATION COMMISSION (PRC) LEGAZPI REGIONAL OFFICE**, with address at Regional Government Center Site, Rawis, Legazpi City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Section 53.9 - Small Value Procurement of the 2016 Revised IRR of R.A. 9184 for the Project: **Procurement of Office Chair for C.Y. 2025**.

Name of Project:	Procurement of Office Chair for C.Y. 2025 RFQ No. 2025-024-LEG
Approved Budget for the Contract:	Twenty-Three Thousand One Hundred Forty-Four Pesos and 58/100 (PhP23,144.58)
Location :	Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City
Specification :	See attached Annex "A" for the Term of Reference and Annex "B" for Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 11 o'clock in the morning May 12, 2025** manually at the PRC Legazpi, Regional Government Center Site, Rawis, Legazpi City, at which time the envelope containing the quotation or via email at ro5.bac@prc.gov.ph will be evaluated at the Conference Room, Ground Floor, PRC Main Building, in the presence of the representative who may choose to attend.

❖ 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" and "B")**.
3. Price quotations/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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the bidder or his/her duly authorized representative/s.
8. Payment shall be made upon receipt of Statement of Account/Billing Statement on a cash basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with the quotation/proposal:



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Member

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Member

1. Valid Mayor's / Business Permit
2. PhilGEPS Registration Number

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

PRC 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. (052) 481-3323, or you may e-mail at ro5.bac@prc.gov.ph

Very truly yours.

JEROME M. BANES
RBAC Chairman



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ANNEX "A"

TERMS OF REFERENCE (TOR)

PROCUREMENT OF OFFICE CHAIR FOR C.Y. 2025 (Negotiated Procurement under Section 53.9 - Small Value Procurement)

- I. **Approved Budget for the Contract**
The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Twenty-Three Thousand One Hundred Forty-Four Pesos and 58/100 (PhP23,144.58), inclusive of all applicable bank and government charges.
- II. **Specifications:**
- | Quantity | Unit of Issue | Item & Description | Approved Budget | |
|--------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|
| | | | Estimate Unit Cost | Estimate Total Cost |
| 3 | unit | Office Chair
- Highback with arm rest
- Materials: Leatherette Seat & Back, PVC Armrest and Starbase
- Accessories: Gaslift, Caster Wheel, Armrest
- Finish: Black
**** nothing follows **** | 7,714.86 | 23,144.58 |
| TOTAL | | | PhP | 23,144.58 |
- III. **Payment Scheme**
The payment shall be processed upon completion of delivery and acceptance by PRC ROV on a check or bank-to-bank basis.
- 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 provider.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE CHAIR FOR C.Y. 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:

Quantity	Unit of Issue	Item & Description	BID QUOTATION	
			Unit Cost	Total Cost
3	unit	Office Chair - Highback with arm rest - Materials: Leatherette Seat & Back, PVC Armrest and Starbase - Accessories: Gaslift, Caster Wheel, Armrest - Finish: Black **** nothing follows ****		
TOTAL				

Total Bid Price for the Project: (Inclusive of all Taxes and delivery charges)

PROCUREMENT OF OFFICE CHAIR FOR C.Y. 2025

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____

