



Republic of the Philippines
Professional Regulation Commission
National Capital Region
Regional Bids and Awards Committee


P. Paredes St., Sampaloc, Metro Manila

Telefax: 5310-0026

Email: ncr.bac@prc.gov.ph



REGULAR MEMBERS:


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Chairperson


ATTY. ZANDRA JANE J. DEL ROSARIO
Vice-Chairperson


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Member


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Member

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Provisional Member, Non-IT Projects


DARLING YEHLIN P. DELA ROSA
Provisional Member, IT Projects

RBAC SECRETARIAT:

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Member

MERLY M. GABIN
Member

SHELA S. ROQUE
Member

ANAMYLIN V. AUSTRIA
Member

CARMY M. DELA CRUZ
Member

JOEL P. IGNACIO
Member

REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement
RFQ No. 2025-03

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 2nd SURVEILLANCE AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION RFQ NO. 2025-03**

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 RBAC Secretariat at facsimile No. (02) 53100026 or email at ncr.bac@prc.gov.ph

Thank you.

Truly yours,


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 office address at P. Paredes St., Sampaloc, Manila, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF MEALS FOR THE 2nd SURVEILLANCE AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION RFQ NO. 2025-03** 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 2nd SURVEILLANCE AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION RFQ NO. 2025-03
Total Approved Budget for the Contract:	Fifty Three Thousand One Hundred Eighty Pesos (Php53,180.00) 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:	11 MARCH 2025

Schedule of Activity:

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	26 February 2025 (Wednesday)/9:00a.m.	Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex “B”) personally, by mail/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 26 February 2025 at the RBAC Office, 2nd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila Late bids shall not be accepted
Opening and Evaluation of Bids	26 February 2025 (Wednesday)/10:00 a.m.	The quotation/proposal will be evaluated at the NCR Conference Room, 2 nd Floor, PRC Annex Building on 26 February 2025 at 10:00 o'clock in the morning
Post Qualification	28 February 2025 (Friday)/10:00a.m.	

Bidders may join the bid opening via videoconferencing / face to face upon submission of a Letter of Intent to participate in our official Government electronic mail account (ncr.bac@prc.gov.ph).



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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 after 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 and Current 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 Number
3. Latest Income/Business Tax Return (for ABCs above P500,000.00)



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4. Notarized Omnibus Sworn Statement signed by owner / authorized representative
 5. For Sole Proprietorship, duly notarized Special Power of Attorney, if to designate a representative
 6. For Corporation, duly notarized Board Resolution/Secretary's Certificate designating authorized representative
- 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 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) 53100026 or email at ncr.bac@prc.gov.ph.

Truly yours,


AUDREY ANA M. AMPARO
RBAC Chairperson




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ANNEX "A"

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF MEALS FOR THE 2nd SURVEILLANCE
AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL
CAPITAL REGION RFQ NO. 2025-03**

(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.

Procurement of Meals for the 2nd Surveillance Audit Complying to ISO 9001:2015 PRC National Capital Region RFQ No. 2025-03 with Approved Budget for the Contract (ABC) of Fifty Three Thousand One Hundred Eighty Pesos (Php53,180.00).

II. Specification:

ITEM	QTY	Technical Specifications and Schedule of Requirement
PROCUREMENT OF MEALS FOR THE 2nd SURVEILLANCE AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION RFQ NO. 2025-03	60pax	Pre-packed AM Snack <ul style="list-style-type: none">- One pan sandwich w/ chips- Canned Drink- Coffee/Hot Drink Pre-packed Lunch <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 Pre-packed PM Snack <ul style="list-style-type: none">- Pasta with Side Dish- Bottled/ Canned Drink- Coffee/ Hot Drink

III. Schedule of Delivery:

11 March 2025

For AM Snack – 7:15 to 7:45

For Lunch – 11:00 to 11:30

For PM Snack – 2:00 to 2:30




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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**

**PROCUREMENT OF MEALS FOR THE 2nd SURVEILLANCE AUDIT
COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION
RFQ NO. 2025-03**

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:

NO.	PROJECT NAME	APPROVED BUDGET FOR THE CONTRACT (ABC)	BID PRICE
1.	PROCUREMENT OF MEALS FOR THE 2 nd SURVEILLANCE AUDIT COMPLYING TO ISO 9001:2015 PRC NATIONAL CAPITAL REGION RFQ No. 2025-03	Fifty Three Thousand One Hundred Eighty (Php. 53,180.00)	

*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 (ABC) 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: _____