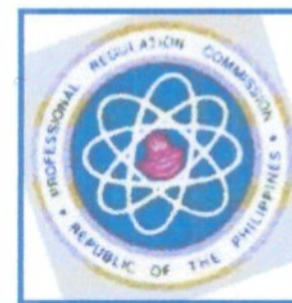




## Bids and Awards Committee

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. BAÑES  
Chairman

ATTY. DOMINIC M. CERBITO  
Vice-Chairperson

  
JOSE JUSTO M. CALUSTRE, JR.  
Member

VICENTE L. OLLANES, JR.  
Provisional Member

  
LESTER LOUIES Z. BONTOR  
Provisional Member

### SECRETARIAT:

  
JUDELYN L. DANA O  
Secretary

JENALYN C. BARSAL E  
Member

  
JOSE CHARLIE O. MOLIT  
Member

### REQUEST FOR QUOTATION (RFQ) No. 2025-034-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 Executive 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](mailto: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](mailto:ro5.bac@prc.gov.ph)

Thank you.

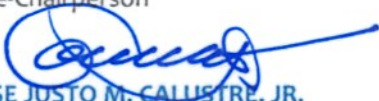
Very truly yours,

  
JEROME M. BAÑES  
RBAC Chairman






  
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Chairman

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Vice-Chairperson  
  
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Member

# 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



## REQUEST FOR QUOTATION (RFQ No. 2025-034-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 Executive Chair for C.Y. 2025.**

Name of Project:	Procurement of Executive Chair for C.Y. 2025 RFQ No. 2025-034-LEG
Approved Budget for the Contract:	Ten Thousand Pesos (PhP10,000.00)
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 29, 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](mailto: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.

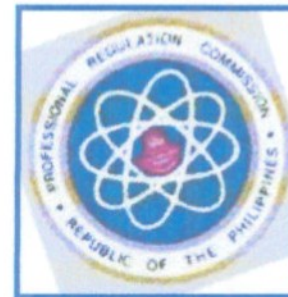
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with the quotation/proposal:





## Bids and Awards Committee

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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](mailto:ro5.bac@prc.gov.ph)

Very truly yours,

**JEROME M. BAÑES**  
RBAC Chairman

**JEROME M. BAÑES**  
Chairman

**ATTY. DOMINIC M. CERBITO**  
Vice-Chairperson

**JOSE JUSTO M. CALUSTRE, JR.**  
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### SECRETARIAT:

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Secretary

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Member

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Member





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ANNEX "A"

TERMS OF REFERENCE (TOR)

PROCUREMENT OF EXECUTIVE 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 Ten Thousand Pesos (PhP10,000.00), inclusive of all applicable bank and government charges.

II. Specifications:

Quantity	Unit of Issue	Item & Description	Approved Budget	
			Estimate Unit Cost	Estimate Total Cost
1	piece	<b>EXECUTIVE CHAIR</b>  <b>Features:</b> ✓ Pneumatic Seat ✓ Tension Control ✓ Tilt Lock ✓ Knee Tilt <b>Base Material:</b> ✓ Metal Chrome Base, twin casters <b>Covering:</b> ✓ Seat: PU Synthetic Leather ✓ Back: PU Synthetic Leather <b>Color/s:</b> ✓ Black <b>Dimensions (H x W x D):</b> ✓ Overall: 118 x 67 x 50 cm ✓ Seat: 53 x 52.5 x 50 cm ✓ Back: 68 x 49.5 cm **** nothing follows ****	10,000.00	10,000.00
TOTAL			PhP	10,000.00

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 EXECUTIVE CHAIR FOR C.Y. 2025

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY





**JEROME M. BAÑES**  
Chairman

**ATTY. DOMINIC M. CERBITO**  
Vice-Chairperson

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Member

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Provisional Member

**LESTER LOUIE Z. BENTOR**  
Provisional Member

**SECRETARIAT:**

**JUDELYN L. PANAO**  
Secretary

**JENALYN C. SARSALE**  
Member

**JOSE CHARLIE O. MOLIT**  
Member

**Bids and Awards Committee**

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Professional Regulation Commission  
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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
1	piece	<b><u>EXECUTIVE CHAIR</u></b>  <b>Features:</b> ✓ Pneumatic Seat ✓ Tension Control ✓ Tilt Lock ✓ Knee Tilt <b>Base Material:</b> ✓ Metal Chrome Base, twin casters <b>Covering:</b> ✓ Seat: PU Synthetic Leather ✓ Back: PU Synthetic Leather <b>Color/s:</b> ✓ Black <b>Dimensions (H x W x D):</b> ✓ Overall: 118 x 67 x 50 cm ✓ Seat: 53 x 52.5 x 50 cm ✓ Back: 68 x 49.5 cm **** nothing follows ****		
<b>TOTAL</b>				

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

**PROCUREMENT OF EXECUTIVE 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: \_\_\_\_\_