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SECRETARIAT:

JUDECTIVE. DANAO Secretary JENALYNC. SARSALE

JOSE CHARLIE O. MOLIT 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. 2025-041-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 MEALS DURING THE DISPOSAL OF RECORDS

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 <u>ro5.bac@prc.gov.ph</u> or you may call the BAC Secretariat at Facsimile No. (052) 481-3323.

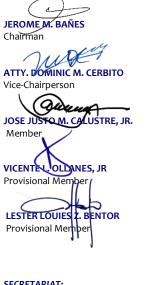
Thank you.

Very truly yours,

**JEROME M. BAÑES** 







SECRETARIAT:

JUDELYN LIDANAO Secretary JENALYN C. SARSALE Member

JOSE CHARLIE O. MOLIT 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. 2025-041-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 MEALS DURING THE DISPOSAL OF RECORDS

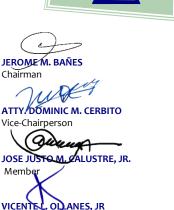
Name of Project:	PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS	
	RFQ No. 2025-041-LEG	
Approved Budget for the Contract:	Ten Thousand Pesos Only (Php10,000.00)	
Location :	Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City	
Specification :	See attached <b>Annex "A"</b> for the Term of Reference and <b>Annex "B"</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 June 20, 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 <u>ro5.bac@prc.gov.ph</u> 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 cheque or bank to bank basis.





Provisional Member LESTER LOUIES Z. BENTOR Provisional Member

SECRETARIAT:

JUDELYN L. DANAO Secretary JENALYN C. SARSALE Member

JOSE CHARLIE O. MOLIT Member

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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:

- 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) 481-3079, or you may e-mail at <u>ro5.bac@prc.gov.ph</u>

Very truly yours,

JEROME M. BAÑES RBAC Chairman



### **Bids and Awards Committee**

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ANNEX "A"

### **TERMS OF REFERENCE (TOR)**

PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS (Negotiated Procurement under Section 53.9 - Small Value Procurement)

### 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 Only (Php10,000.00) inclusive of all applicable bank and government charges.

### Specifications:

I.

II.

Quantity	Unit of	Item & Description			ed Budget
	Issue			Estimate Unit Cost	Estimate Total Cost
PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS					
20	рах	MEALS (packed)			
		<b>Snacks:</b> - Pancit Guisado - Bread - Juice		150.00	3,000.00
		Lunch: - Pork or Chicken - Vegetable - Dessert/Fruit - Juice/Soft Drink		350.00	7,000.00
			TOTAL		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 PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS

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

Page 4 of 5 REQUEST FOR QUOTATION PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS

SECRETARIAT: JUDELYNL. DANAO Secretary

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Vice-Chairperson

Member

JEROME M. BAÑES Chairman

ATTY DOMINIC M. CERBITO

Diang

VICENTE L. OLANES, JR

LESTER LOUIES Z. BENTOR Provisional Member

Provisional Member

JOSE JUSTO M. CALUSTRE, JR.

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JENALYN C. SARSALE Member

JOSE CHARLIE O. MOLIT Member



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JOSE CHARLIE O. MOLIT		
Member		
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ANNEX "B"

### PRICE QUOTATION SHEET **FINANCIAL BID**

examined, and accepted the Terms of Reference on the subject ation (RFQ), I/We submit our quotation/s for the item/s as follows:

Quantity	Unit of	Item & Description	PRICE QU	OTATION
	Issue		Unit Cost	Total Cost
PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS				
20	pax	MEALS (packed)		
		Snacks: - Pancit Guisado - Bread - Juice Lunch: - Pork or Chicken - Vegetable		
		<ul><li>Dessert/Fruit</li><li>Juice/Soft Drink</li></ul>		
		TOTAL		

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

### PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS

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:				

Page 5 of 5 REQUEST FOR QUOTATION PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS