



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. ORLANES, JR.
Provisional Member


LESTER LOUIES Z. BONTOR
Provisional Member

SECRETARIAT:


JUDELYN T. DANA O
Secretary


JENALYN C. SARSALE
Member


JOSE CHARLIE O. MOLIT
Member

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

Thank you.

Very truly yours,


JEROME M. BAÑES
RBAC Chairman



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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 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 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 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 cheque or bank to bank basis.



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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 ro5.bac@prc.gov.ph

Very truly yours,


JEROME M. BAÑES
RBAC Chairman



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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)

- 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 Only (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
PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS				
20	pax	MEALS (packed)		
		Snacks:	150.00	3,000.00
		<ul style="list-style-type: none">- Pancit Guisado- Bread- Juice		
		Lunch:	350.00	7,000.00
		<ul style="list-style-type: none">- Pork or Chicken- Vegetable- Dessert/Fruit- Juice/Soft Drink		
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



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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	PRICE QUOTATION	
			Unit Cost	Total Cost
PROCUREMENT OF MEALS DURING THE DISPOSAL OF RECORDS				
20	pax	MEALS (packed) Snacks: <ul style="list-style-type: none">- Pancit Guisado- Bread- Juice Lunch: <ul style="list-style-type: none">- Pork or Chicken- Vegetable- Dessert/Fruit- Juice/Soft Drink		
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: _____