



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
4th Floor C3 Bldg Rizal Ave. Pagadian City
Tel. Nos.: (062) 925-00-80/ (062) 955-4595



REQUEST FOR QUOTATION (RFQ No. 2025-06-18) Small Value Procurement

ERL C. VILLAGONZALO
Chairman

ATTY. MAY S. CARREON
Vice-Chairperson

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Member

GLADYS CLAIRE R. ENOT
Member

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MONTANO A. JANOLINO III
Provisional Member, Non-IT
Projects

OSCAR B. BELARGA, JR.
Provisional Member, IT
Projects

SECRETARIAT:

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Secretary

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Member

SANDRA S. ARAO-ARAO
Member

SANDRA S. ARAO-ARAO
Member

CRISTINA V. RIVERA
Member

GINA A. CALAPARDO
Member

Date: _____

Contact Person: _____
Company Name: _____
Company Address: _____
Contact Details: _____

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IX, Pagadian City is inviting to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 revised IRR of the R.A. 9184 for the Project: **PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX.**

We are furnishing you herewith a copy of posted Request for Quotation with Annexes “A-B”, for your references.

For any clarifications you may email at ro9@prc.gov.ph (for Pagadian Regional Office) or you may call the RBAC Secretariat, Tel No. (062) 925-0080.

Thank you,

Very truly yours,


ERL C. VILLAGONZALO
RBAC Chairman



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REQUEST FOR QUOTATION

Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IX, PAGADIAN CITY** with office address PRC Region IX Building, Regional Center, Balintawak, Pagadian City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for a Project: **PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project:	Procurement of Caps and Mugs in Celebration of the Father’s Day in PRC Regional Office IX.
Location:	PRC Region IX Building, Regional Center, Balintawak, Pagadian City.
Delivery	Within Three (3) calendar days upon receipt of notice to proceed
Specification:	See attached Annex “A” for the Term of Reference and Schedule of Delivery and Annex “B” for the Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier or via email, duly signed by the owner or his/her duly authorized representative using the “PRC Official Forms” provided herein on or **before 10 o’clock in the morning of June 10, 2025** at the RBAC Secretariat, at the above stated address, at which time, the quotation/proposal will be evaluated PRC Region IX Building, Regional Center, Balintawak, Pagadian City 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” & “B”)**.
- 3.The Procurement Entity does not accept partial bid.
- 4.Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- 5.Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- 6.All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- 7.The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered equipment shall be subjected to inspection and approval of the End-user/s before award of contract.
- 8.Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- 9.Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.

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10. Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. Please take note the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. Items shall be delivered within **Three (3) calendar days** upon receipt of notice to proceed with no additional cost.
12. Actual demonstration on the operation and handling of goods
Shall be included during the delivery.

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 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, as such as Official Receipt of Payment)
 2. PhilGEPS registration Number
 3. Tax Clearance/Certificate
- ❖ *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 impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone No. (062) 925-0080 / or email at ro9@prc.gov.ph

Very truly yours,


ERL C. VILLAGONZALO
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX

(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) in the amount of **Twelve Thousand One Hundred Pesos (Php 12,000.00)**, inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX		
ITEM	QTY	Technical Specifications and Schedule of Requirements
I	24	CAPS Mesh Cap with printed “Happy Father’s Day” ➤ Delivery – Three (3) Calendar days delivery upon receipt of the notice to proceed.
II	24	MUGS Customized white mug with printed “Happy Father’s Day” ➤ Delivery – Three (3) Calendar days delivery upon receipt of the notice to proceed.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS AND CONDITIONS FOR THE PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX

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



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX

ITEM	TITLE	SIGNATURE OVER PRINTED NAME OF BIDDER/ BIDDER’S AUTHORIZED REPRESENTATIVE	DESIGNATION	COMPANY
I	CAPS Mesh Cap with printed “Happy Father’s Day”			
II	MUGS Customized white mug with printed “Happy Father’s Day”			

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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:

PROCUREMENT OF CAPS AND MUGS IN CELEBRATION OF THE FATHER’S DAY IN PRC REGIONAL OFFICE IX					BID QUOTATION / BID PRICE *** THE QUOTED/BID PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF ALL TAXES AND BANK CHARGES
ITEM	ITEM DESCRIPTION	QTY	APPROVED BUDGET FOR THE CONTRACT	UNIT COST	TOTAL COST
I	CAPS Mesh Cap with printed “Happy Father’s Day”	1	Six Thousand Pesos (Php 6,000.00)	In Figures:____ —	In Figures:____ — In Words:____ —
II	MUGS Customized white mug with printed “Happy Father’s Day”		Six Thousand Pesos (Php 6,000.00)	In Figures:____ —	In Figures:____ — In Words:____ —

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 INCLUSIVE OF VAT AND BANK CHARGES*

Bidder’s authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact: _____