



Republic of the Philippines
Professional Regulation Commission
National Capital Region

Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 53101047
Email: ncr.bac@prc.gov.ph

REGULAR MEMBERS:

AUDREY ANA M. AMPARO
Chairperson

ATTY. ZANDRA JANE J. DEL ROSARIO
Vice-Chairperson

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Member

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Member

PROVISIONAL MEMBERS:

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Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

SECRETARIAT:

JOEL P. IGNACIO
Secretary

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Member

MAY ANN S. DELA CRUZ
Member

CARMi M. DELA CRUZ
Member

ANAMYLIN V. AUSTRIA
Member

REQUEST FOR QUOTATION Negotiated Procurement – Small Value Procurement

RFQ No. 2025-07

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 FULLMARK TYPEWRITER RIBBON AND DRY LIFT-OFF TAPE FOR THE OFFICIAL USE OF PRC-NCR.**

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 BAC Secretariat at facsimile No. (02) 53101047 or email at ncr.bac@prc.gov.ph

Thank you.

Truly,

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 address at P. Paredes St., Sampaloc, Manila, through its Regional Professional Regulation Commission (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF FULLMARK TYPEWRITER RIBBON AND DRY LIFT-OFF TAPE FOR THE OFFICIAL USE OF PRC-NCR /RFQ NO. 2025-07** 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 FULLMARK TYPEWRITER RIBBON AND DRY LIFT-OFF TAPE FOR THE OFFICIAL USE OF PRC-NCR RFQ NO. 2025-07**

Total Approved Budget for the Contract: **Twenty-Three Thousand Six Hundred Sixty-Eight Pesos (Php23,668.00) 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: **Seven (7) Calendar days upon receipt of Purchase Order.**

Schedule of Activity

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	11 April 2025 (Friday)/9:00a.m.	Bidders who are legally, technically, and financially capable may submit their accomplished open quotation or proposal (Annex “B”) personally, by mail or 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 10 April 2025, at the RBAC Office, 2nd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Late bids will not be accepted.
Opening and Evaluation of Bids	11 April 2025 (Friday)/10:00a.m.	The quotation or proposal will be evaluated at the NCR Conference Room, 2nd Floor, PRC Annex Building on 10 April 2025, at 10:00 o’clock in the morning.

Bidders may join the bid opening via videoconferencing or 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 within 30-45 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 the 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) 53101047 or email at ncr.bac@prc.gov.ph.

Truly,

AUDREY ANA M. AMPARO
RBAC Chairperson



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF FULLMARK TYPEWRITER RIBBON AND
DRY LIFT-OFF TAPE FOR THE OFFICIAL USE OF PRC-NCR

(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 Fullmark Typewriter Ribbon and Dry Lift – Off Tape for the Official Use of PRC-NCR, with an Approved Budget for the Contract (ABC) of Twenty-Three Thousand Six Hundred Sixty-Eight Pesos (Php23,668.00).

II. Specification:

Unit	Technical Specifications and Schedule of Requirement	Quantity	Unit Cost	Total Cost
box	Fullmark Typewriter Ribbon F746 BKSC Nakajima AX 200 / AX 210	60	P 378.00	P 22,680.00
box	Fullmark Dry Lift-Off Tape F583 (6pcs/box)	4	P 247.00	P 988.00

III. Schedule of Delivery:

Within Seven (7) calendar days upon receipt of Purchase Order

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF FULLMARK
TYPEWRITER RIBBON AND DRY LIFT-OFF TAPE FOR THE OFFICIAL
USE OF PRC-NCR

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:

PROJECT NAME	APPROVED BUDGET OF CONTRACT (ABC)	BID PRICE
PROCUREMENT OF FULLMARK TYPEWRITER RIBBON AND DRY LIFT-OFF TAPE FOR THE OFFICIAL USE OF PRC-NCR	Twenty-Three Thousand Six Hundred Sixty-Eight Pesos (Php23,668.00)	

*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 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.: _____