



Bids and Awards Committee Republic of the Philippines

Professional Regulation Commission
Cagayan de Oro Regional Office No. X
Skypark, Limketkai Center, Cagayan de Oro City
Cellphone No.: 0916-528-6221 Email: prc.cdobac2018@gmail.com




JERRY F. CRAUSIUS
Chairperson


ATTY. NORHANNA A. PANGANDAMAN-PAPORO
Vice-Chairperson


CHERRY B. TORRES
Member


MARICHOR N. EMPEDRAD
Member


KRISTIAN IVY P. DAGAMAS
Member

SECRETARIAT:


CONNIE A. EMBORONG
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Member


ARGIE M. BARIENTOS
Member


ADRIAN C. OLIVEROS
Member


KATELYN ELIS H. ESCARTIN
Member

REQUEST FOR QUOTATION (RFQ No. 2025-07-43)

Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madame:

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract (ABC) of **THREE HUNDRED SEVENTY-TWO THOUSAND PESOS ONLY (P372,000.00)**.

We are furnishing you herewith a copy of the posted Request for Quotation with **Annexes "A" and "B"**, for your reference.

For inquiries you may email at prc.cdobac2018@gmail.com or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

Thank you.

Very truly yours,


JERRY F. CRAUSIUS
RBAC Chairperson



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Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION CAGAYAN DE ORO REGIONAL OFFICE X (PRC-X)**, with office address at Skypark, Limketkai Center, Cagayan de Oro City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract of **THREE HUNDRED SEVENTY-TWO THOUSAND PESOS ONLY (₱372,000.00)**.

Name of Project :	PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES (RFQ No. 2025-07-43)
Approved Budget for the Contract:	THREE HUNDRED SEVENTY-TWO THOUSAND PESOS ONLY (₱372,000.00), inclusive of all applicable taxes, bank, government charges, and other similar charges.
Specification :	See attached Annexes “A” and “B” for the Terms of Reference and Financial Bid.

Schedule of Activity:

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	July 14, 2025 (Monday) 09:00 a.m.	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at prc.cdobac2018@gmail.com.Late bids shall not be accepted.
Opening and Evaluation of Bids	July 14, 2025 (Monday) 09:30 a.m.	
Post qualification	July 14, 2025 (Monday) 11:30 a.m.	The supplier shall be requested for food tasting for the PRC to determine whether the meals to be served in various activities have passed the standards.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually, by mail/courier or via e-mail, duly signed by the owner or his duly authorized representative/s using the “PRC Official Forms” provided herein.




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KATELYN ELIS H. ESCARTIN
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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**.
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 Philippine peso shall include all applicable taxes, bank, government charges, and other similar charges.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Single/Lowest Calculated Quotation shall advance to the post-qualification stage during which offered services shall be subjected to inspection and approval of the End-user/s before the award of contract.
7. Award of contract shall be made to the single/lowest quotation, more advantageous to PRC-X, and which complies with the Terms of Reference.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
9. Payment shall be made on a bank-to-bank basis within 7-15 days upon receipt of the complete Billing Statement.

In addition to the quotation/proposal, copies of the following eligibility requirements are required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Certificate of Registration
3. Notarized Omnibus Sworn Statement

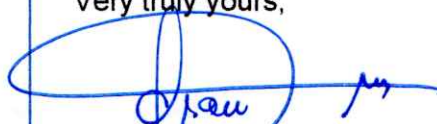
***For Individuals** (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)

PRC-X assumes no responsibility whatsoever to compensate or indemnify bidders for any expense incurred in the preparation of the proposal.

PRC-X 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 email at prc.cdobac2018@gmail.com or you may call the RBAC Secretariat at Cellphone No. 0916-528-6221.

Very truly yours,


JERRY F. CRAUSUS
RBAC Chairperson



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ANNEX "A"

TERMS OF REFERENCE

PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES

(Through Negotiated Procurement under Section 53.9 Small Value
Procurement of the 2016 Revised IRR of R.A. 9184)

I. DESCRIPTION

PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES

II. PURPOSE OF PROCUREMENT

The purpose of procurement is to obtain the service of a reputable supplier that will provide meals for employees/participants for the seminar/meeting/2025 1st semester Performance Assessment cum Team Building Activity.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract amounts to **THREE HUNDRED SEVENTY-TWO THOUSAND PESOS ONLY (Php 372,000.00)** inclusive of all applicable taxes, bank, government charges and other similar charges. Amount more than the ABC shall not be considered.

IV. SPECIFICATIONS

INCLUSIONS:

A. VENUE

- Location: Vicinities outside Cagayan de Oro but within Northern Mindanao (scenic and conducive to team-building activities)
- Can accommodate a maximum of 62 participants
- Air-conditioned function hall with classroom-type setup for lectures/discussions with free overflowing coffee
- Audio-Visual and Electrical Equipment: Microphones (2 pcs), Speakers, Extension Wires (there should be an assigned operator inside the hall)
- Team Building Facilities: Spacious outdoor team games area and swimming pool
- With free unlimited WIFI access
- Secured and convenient parking facilities with sufficient capacity
- Can provide catering services, which can accommodate special dietary requirements

B. ACCOMMODATION

- Can accommodate a maximum of 62 participants (number of participants may vary upon arrival)
- Room type: Double, Shared, Dormitory type
- With complimentary unlimited Wi-Fi access in the rooms

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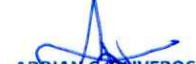

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Member

- Room service
- Special requests: early check-in/late check-out options

C. FOOD (Meals and Snacks for 62 Participants)

- **Day 1 (July 19)** - Breakfast, AM Snacks, Lunch, PM Snacks & Dinner
- **Day 2 (July 20)** - Breakfast, AM Snacks, Lunch & PM Snacks (heavy & packed)

➤ SNACKS

- 1) Carbonara with sliced bread with orange juice/soda/iced tea
- 2) Shakoy with melted chocolate dip with coffee/tea/iced tea
- 3) Chicken sandwich with soda/iced tea/orange juice
- 4) Special ube basket iced tea/soda/iced tea

➤ BREAKFAST

- 1) Scrambled egg/sunny side up egg
- 2) French Toast/Pancake
- 3) Chicken Tocino
- 4) Fried Rice
- 5) Beef Tapa
- 6) Boneless Bangus
- 7) Fresh fruits
- 8) Coffee/canned juice

➤ LUNCH/DINNER

- 1) Soup (Mushroom, Crab & Corn, Bulalo/Native Chicken)
- 2) Pork Kare-Kare, Sweet and Sour Pork
- 3) Mongolian Beef, Beef Randang
- 4) Fish (except Cream Dory), Grilled Pompano/Tuna, Sweet and sour fish, Kinilaw
- 5) Chicken Cordon Bleu, Chicken Teriyaki, Chicken Inasal
- 6) Sotanghon, Chow Mein
- 7) Buttered Shrimp or Garlic Shrimp
- 8) Mixed Vegetables or Stir-Fry Vegetables
- 9) Plain Rice and Fried Rice
- 10) Dessert (Mango Tapioca, Chocolate Chip Brownies, Moist Chocolate Cake, Potato Salad, Garden Salad)
- 11) Fresh fruit (banana, pineapple, apple)
- 12) Canned drinks (soft drinks/juice)

D. TRANSPORTATION

- Provision of transportation to and from the venue, inclusive of toll fees, parking charges, and any other incidental expenses related to the trip
- Preferably a van that can accommodate 62 participants
- Inclusive of professional driver's fee, meals, fuel, and applicable terminal, toll, and parking fees (Includes all entrance fees to all major spots)

V. PAYMENT

The payment for the services rendered shall be made through cash basis.



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ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF MEALS FOR THE 1ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES

SIGNATURE OVER PRINTED NAME
OF BIDDER/BIDDER'S 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:

No.	Project Name	ABC	BID PRICE
1	PROVISION OF MEALS FOR THE 1 ST SEMESTER PERFORMANCE ASSESSMENT CUM TEAM BUILDING ACTIVITIES	₱ 372,000.00	

Total Bid Price (inclusive of all applicable taxes, bank, government charges, and other similar 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/ Bidder's Authorized Representative
Signature over Printed Name

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: _____

Address: _____

Tel. /Fax No(s): _____

Email Add: _____