

# Bids and Awards Committee



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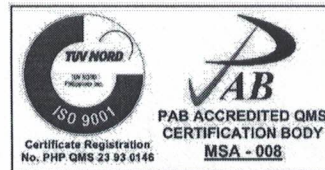
Republic of the Philippines

Professional Regulation Commission

2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City

Telephone Nos.: (042) 373-73-16 / (042) 373-73-05

Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



## REQUEST FOR QUOTATION PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION (RFQ) No. 2025-24 (Negotiated Procurement – Small Value Procurement)

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IV-A 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 FOR 2025 FATHER'S DAY CELEBRATION** with approved budget of Sixteen Thousand Five Hundred Pesos and 00/100 (Php16,500.00).

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 call the RBAC Secretariat at Telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at [ro4a.bac@prc.gov.ph](mailto:ro4a.bac@prc.gov.ph).

Thank you.

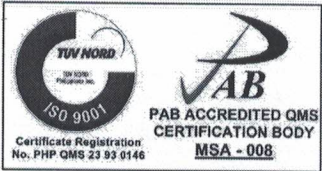
Very truly yours,

**RINA R. DADOR**  
RBAC Vice-Chairperson

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REQUEST FOR QUOTATION  
PROCUREMENT OF MEALS FOR 2025 FATHER’S DAY CELEBRATION  
(RFQ) No. 2025-24  
(Negotiated Procurement – Small Value Procurement)

The PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE IV-A, with office address at 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF MEALS FOR 2025 FATHER’S DAY CELEBRATION** 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 MEALS FOR 2025 FATHER’S DAY CELEBRATION (RFQ) No. 2025-24
Approved Budget for the Contract:	PROCUREMENT OF MEALS FOR 2025 FATHER’S DAY CELEBRATION with approved budget of Sixteen Thousand Five Hundred Pesos and 00/100 (Php16,500.00).
	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
Specification:	See attached <b>Annex “A”</b> for the Term of Reference and Schedule of Delivery, and <b>Annex “B”</b> for Financial Bid.
Delivery Date:	June 13, 2025

Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	9 June 2025 12:00NN	<ul style="list-style-type: none"><li>Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.</li><li><b>Bids submitted via e-mail should be password encrypted.</b></li><li>Late bids shall not be accepted.</li></ul>
Opening and Evaluation of Bids	9 June 2025 01:40PM	
Post-Qualification	10 June 2025 11:00AM	

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.

❖ TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” and “B”)**.
- Price quotation/s must be valid for a period of 30 calendar days from the date of the submission of the quotation.

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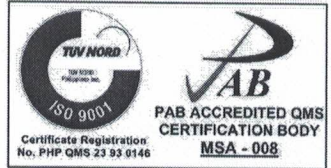
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4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered items shall be subjected to inspection and approval of the End-user/s before the award of contract/purchase order.
7. Award of contract / Purchase order shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made upon receipt of Statement of Account/Billing Statement.

In addition to the quotation/proposal, copy of the following eligibility requirement (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. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).*
- ❖ *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 RBAC 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 Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at ro4a.bac@prc.gov.ph.

Very truly yours,

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## ANNEX "A"

### TECHNICAL SPECIFICATION

#### PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION

(Through Negotiated Procurement-Small Value 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) provided per LOT ITEM, inclusive of all applicable bank and government charges.

**PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION** with approved budget of Sixteen Thousand Five Hundred Pesos and 00/100 (Php16,500.00).

#### II. Specification

##### 1. RATIONALE

The Professional Regulation Commission (PRC) Regional Office IV-A intends to express honor and love to all mothers and acknowledge their efforts in the organization and society on June 13, 2025, related to the 2025 FATHER'S DAY CELEBRATION . For this purpose, a service provider shall be procured to provide the meals for approximately 55 pax for the said event.

##### 2. TECHNICAL SPECIFICATIONS

The service provider shall be able to provide the food/meals for the activities with the following specifications:

1. Price Package Quotation for One (1) day Packed Lunch
2. Event Date: June 13, 2025
3. Number of Participants: 55pax (guaranteed)
4. Quoted price shall be inclusive of all applicable government taxes and service charge
5. Proposed menu or food choices shall be attached to the proposal.

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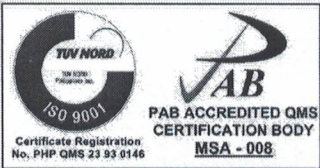
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LOT No.	Quantity	Units of Measure	Item & Description	Approved Budget for the Contract
1	55	pax	PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION June 13, 2025  PACKED LUNCH 11:00 am • Rice • 2 pork/chicken/beef entrée • 1 vegetable entrée • 1 dessert • drinks	Php16,500.00

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III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC RO IV-A.

Payment shall be made **within 1- 15 calendar days upon the receipt of the Statement of Account/ Billing Statement.** The payment shall be on a bank-to-bank transfer basis and shall be made upon receipt of the Statement of Account/Billing Statement. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

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 supplier.

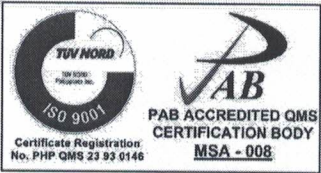
PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION

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:

Lot No.	Quantity	Units of Measure	Item & Description	BID QUOTATION
				Total Cost
1	55	pax	PROCUREMENT OF MEALS FOR 2025 FATHER'S DAY CELEBRATION June 13, 2025	In Figure:  In Words:
			PACKED LUNCH 11:00 am • Rice • 2 pork/chicken/beef entrée • 1 vegetable entrée • 1 dessert • drinks	

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

Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact No: \_\_\_\_\_

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