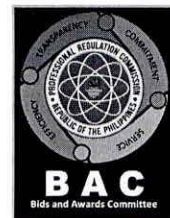




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
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Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2025-54**

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

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

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

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

PHILGEPS Registration Number (required): \_\_\_\_\_

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF CATERING SERVICES/MEALS FOR THE CONDUCT OF THE STAKEHOLDER'S CONSULTATION OF THE PRB OF OCCUPATIONAL THERAPY AND THE CPSP-CATS COMMITTEE OF OCCUPATIONAL THERAPY / RFQ No. 2025-54** under **Negotiated Procurement – Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:

**PROCUREMENT OF CATERING SERVICES/MEALS FOR THE  
CONDUCT OF THE STAKEHOLDER'S CONSULTATION OF THE PRB  
OF OCCUPATIONAL THERAPY AND THE CPSP-CATS COMMITTEE  
OF OCCUPATIONAL THERAPY / RFQ No. 2025-54**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than JULY 18, 2025 at 08:30 AM**. Evaluation of quotation/proposal will be on **JULY 18, 2025 at 10:00 AM** at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St., Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent) are required to be submitted:

1. Valid Mayor's/Business Permit;

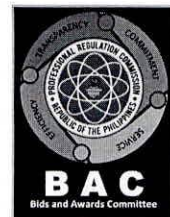
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid





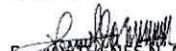
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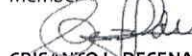
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Mayor's Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

2. Proof of PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Notarized Omnibus Sworn Statement; and
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, 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.

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 BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC



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**ANNEX "A"**

**TERMS AND CONDITIONS**

1. Bidders shall provide the 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. 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 owner or his/her authorized representative.
8. Payment shall be made within 30 days upon issuance of the Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.
9. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

**TERMS OF REFERENCE**

Name of the Project:	<b>PROCUREMENT OF CATERING SERVICES/MEALS FOR THE CONDUCT OF THE STAKEHOLDER'S CONSULTATION OF THE PRB OF OCCUPATIONAL THERAPY AND THE CPSP-CATS COMMITTEE OF OCCUPATIONAL THERAPY</b>
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 <b>TWO HUNDRED SEVENTY-THREE THOUSAND TWO HUNDRED SIXTY-SEVEN PESOS (Php273,267.00)</b> inclusive of all applicable bank and government charges.

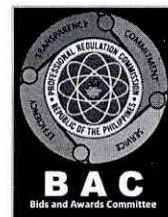




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**PROCUREMENT OF CATERING SERVICES/MEALS FOR THE CONDUCT  
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OCCUPATIONAL THERAPY**

**PROJECT SCOPE**

The service provider shall be able to provide catering services and meal requirements at Emilio Aguinaldo College (EAC), being the venue for the conduct of the stakeholder's consultation, with the following specifications:

**General Requirements**

1. Event Date: 27 July 2025
2. Time Frame: 8:00 A.M. – 5:00 P.M.
3. Guaranteed number of participants: 330 pax
4. Must have the capability, resources, and experience in serving for 330 pax or more
5. Whole day free flowing Coffee, Hot Tea, Iced Tea/Juice, and Purified Water
6. Must present at least three (3) sets of menus for AM snacks, lunch, and PM snacks

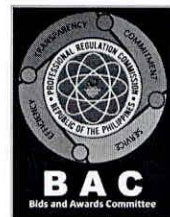
**Specific Requirements**

1. The service provider shall provide the following meal requirements for a minimum number of 330 pax:
  - **AM Snacks**  
Sandwiches/parties and chips
  - **Lunch**  
Menu should include a combination of at least two (2) viands (fish/seafood, and chicken/beef/pork), one (1) vegetable dish, soup, rice, dessert, and fruits
  - **PM Snacks**  
Pasta/Noodles and sandwich/bread
2. The food to be served must be available before 8:00 A.M.
3. Table Arrangement/Set-up must be organized on the day before the event to avoid unnecessary delays.
4. Tablecloths and linens must be presentable
5. Kitchenware and/or appliance for food reheating or cooling shall be provided/shouldered by the caterer.
6. While the food set-up is buffet, dedicated waiter shall be assigned to attend the needs of the distinguished guests who shall be accorded plated service
7. Provide at least four (4) stand-by waiters (including Head Waiter). One (1) dedicated waiter to be assigned to the Presidential Table. All waiters are required to provide service from 8:00 a.m. until 5:00 p.m.



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8. Provider should strictly follow necessary health and safety measures (e.g., use of gloves, hair net, face masks, alcohol, and frequent washing of hands, etc.) to ensure the quality, safety and timeliness of the food and avoid health hazards

**PAYMENT TERMS:** Payment shall be made upon submission of all documents required for the payment of the project.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equivalent to 10% of the Contract Price.

**PROCUREMENT OF CATERING SERVICES/MEALS FOR THE CONDUCT  
OF THE STAKEHOLDER'S CONSULTATION OF THE PRB OF  
OCCUPATIONAL THERAPY AND THE CPSP-CATS COMMITTEE OF  
OCCUPATIONAL THERAPY**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: \_\_\_\_\_

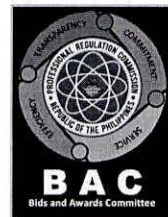
NAME OF THE COMPANY: \_\_\_\_\_





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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:

**PROCUREMENT OF CATERING SERVICES/MEALS FOR THE CONDUCT  
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**TOTAL BID PRICE FOR THE PROJECT:**

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

\_\_\_\_\_  
Bidder's authorized signature over printed name  
Designation:  
Name of Company:  
Address:  
Contact No: