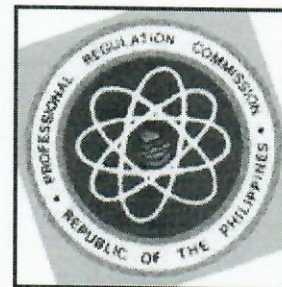




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: prcbac2013@gmail.com



REGULAR MEMBERS

ARISTOGERSON T. GESMUNDO
Chairman

OMAIMAH E. GANDAMRA
Vice-Chairman

MARIA PINKY M. DE PANO
Member

CRESALINE S. BAGSIT
Member

KHEMLA JANE T. VISCA-MARTINO
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Secretary

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Member

CHRISTOPHER A. MAYO
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LIEZEL F. BURAGA
Member

JOEL P. IGNACIO
Member

ELIEZER C. LEYCO
Member

REQUEST FOR QUOTATION

(RFQ) No. 2020 – 04 & 05

(Negotiated Procurement – Small Value Procurement)

Date: JAN 30 2020

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission 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 VARIOUS PAPER MATERIALS AND PRODUCT: LOT 1 – BOOKBINDING LEATHERETTE AND LOT 2 – CHIPBOARD.**

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) 5-310-0037 or email at prcbac2013@gmail.com.

Thank you.

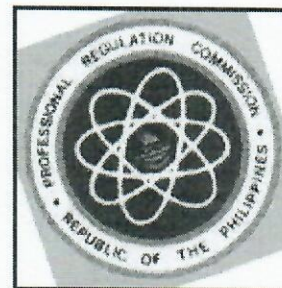
Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



Bids and Awards Committee

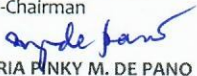
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ELIEZER C. LEYCO
Member

REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Various Paper Materials and Product: Lot 1 - Bookbinding Leatherette, and Lot 2 – Chipboard** 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 Various Paper Materials and Product:

Lot 1 - Bookbinding Leatherette with Approved Budget for the Contract of Four Thousand Eighty-Three Pesos and Thirty-Three Centavos (Php4,083.33) – RFQ No. 2020-04

Lot 2 – Chipboard with Approved Budget for the Contract of Four Thousand Two Hundred Thirty Pesos (Php4,230.00) – RFQ No. 2020-05

Location : Professional Regulation Commission
P. Paredes St., Sampaloc, Manila

Specification : See attached **Annex “A”** for the Term of Reference and Schedule of Delivery, and **Annex “B”** for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 o’clock in the morning of February 05, 2020** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building, 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. 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.



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Professional Regulation Commission
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Member

5. All 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 15-30 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 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. PhilGEPS Registration Number

3. Latest Income / Business Tax Return

(Except for gov't. agencies as lessors)

4. Secretary's Certificate / Authorization to sign as representative

5. Omnibus of Sworn Statement


- ❖ *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 to impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

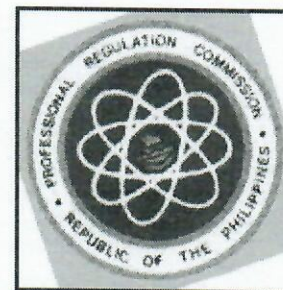
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BAC Chairman



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ANNEX "A"

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Vice-Chairman

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Member

ELIEZER C. LEYCO
Member

TERMS OF REFERENCE (TOR)

PROCUREMENT OF VARIOUS PAPER MATERIALS AND PRODUCT: LOT 1 – BOOKBINDING LEATHERETTE AND LOT 2 – CHIPBOARD.

(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 Eight Thousand Three Hundred Thirteen Pesos and Thirty-Three Centavos (Php8,313.33) inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT OF VARIOUS PAPER MATERIALS AND PRODUCT: LOT 1 – BOOKBINDING LEATHERETTE AND LOT 2 – CHIPBOARD		
LOT	QTY	Technical Specifications and Schedule of Requirement
Lot 1	1 roll	a) Bookbinding Leatherette b) 55 yard / roll c) Color: Red, Blue, or Green d) Schedule of Delivery: 30 calendar days upon receipt of contract
Lot 2	90 pcs	a) Chipboard #30 b) Schedule of Delivery: 30 calendar days upon receipt of contract

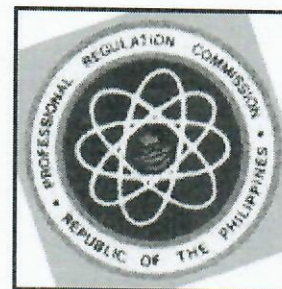
ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS PAPER MATERIALS AND PRODUCT (INSERT LOT NUMBER & TITLE)

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



Bids and Awards Committee

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ANNEX "B"

REGULAR MEMBERS


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Chairman

OMAIMAH E. GANDAMRA
Vice-Chairman


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Member

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Member

ELIEZER C. LEYCO
Member

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 VARIOUS PAPER MATERIALS AND PRODUCT: LOT 1 – BOOKBINDING LEATHERETTE AND LOT 2 – CHIPBOARD			BID QUOTATION
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	
LOT 1 – Bookbinding Leatherette	1 roll	Four Thousand Eighty-Three Pesos and Thirty-Three Centavos (P4,083.33)	
LOT 2 - Chipboard	90 pcs	Four Thousand Two Hundred Thirty Pesos (P4,230.00)	
TOTAL		Eight Thousand Three Hundred Thirteen Pesos and Thirty-Three Centavos (Php8,313.33)	

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROCUREMENT OF VARIOUS PAPER MATERIALS AND PRODUCT:

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Bidder's Representative/Authorized Signatory]

[JURAT]

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.