



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

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-66

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 Customized Training Materials/Kits for the Conduct of the Training on Research Methods for Professional Regulation Commission (Capacity Building IV)** under **Section 53.9 - Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:

PROCUREMENT OF CUSTOMIZED TRAINING MATERIALS/KITS FOR THE CONDUCT OF THE TRAINING ON RESEARCH METHODS FOR PROFESSIONAL REGULATION COMMISSION (CAPACITY BUILDING IV)

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally or via email at bac@prc.gov.ph using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than NOVEMBER 20, 2024 at 8:00 AM**. Evaluation of quotation/proposal will be on **NOVEMBER 20, 2024 at 11:00 AM** at the BAC Office, 4th 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 Mayor's Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.



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2. 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 individuals, 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, a 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.

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 that 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 to 30 days upon receipt of the Statement of Account/ Billing Statement, on a bank-to-bank basis.
9. The Lowest Calculated Bidder **will be subjected to Post Qualification Conference**, the date to be determined by the BAC.

TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF CUSTOMIZED TRAINING MATERIALS/KITS FOR THE CONDUCT OF THE TRAINING ON RESEARCH METHODS FOR PROFESSIONAL REGULATION COMMISSION (CAPACITY BUILDING IV)
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 inclusive of all applicable bank and government charges: ONE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED SIXTEEN PESOS and 67/100 CENTAVOS ONLY (PHP 144,916.67).
Specification:	See attached Technical Specifications and Price Quotation Sheet / Financial Bid Form.



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**PROCUREMENT OF CUSTOMIZED TRAINING MATERIALS/KITS FOR THE
CONDUCT OF THE TRAINING ON RESEARCH METHODS FOR
PROFESSIONAL REGULATION COMMISSION (CAPACITY BUILDING IV)**

The Commission will conduct a Training on Research Methods for the Professional Regulation Commission (Capacity Building IV) (Central Office Researchers and Understudies) which is tentatively scheduled on **16-18 December 2024** and will be conducted in the Meeting Room B, Philippine International Convention Center (PICC). An external service provider for training materials/kits (Customized tote bag, notebook, pen, ID case holder, ID lace/lanyard, polo shirt and jacket) for the participants and facilitators of the said training will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE HUNDRED FORTY FOUR THOUSAND NINE HUNDRED SIXTEEN PESOS and 67/100 CENTAVOS ONLY (PHP 144,916.67)**, inclusive of all applicable bank and government charges.

II. Scope of Service

The contractor should be able to provide **50 sets/packs of training materials/kits** (Customized tote bag, jacket, polo shirt, notebook, pen and lanyard with ID holder) for the participants and facilitators of the Training on Research Methods with the following specifications:

Training Materials/Kits Inclusion/Requirement:

1. Customized Corporate Jacket
 - a. Style: Corporate Jacket
 - b. Material: Polyester Cotton/Microfiber/Water and Wind resistant
 - c. Color: Black
 - d. Embroidery three (3) inches black logo embedded in the jacket on the left side (See sample design)
 - e. Collared, with side pockets
 - f. Sizes Available: XS to 4XL (Adult standard size, size distribution to follow)
2. Customized Polo Shirt
 - a. Embroidery two (2) inches PRC colored logo embedded in the polo shirt on the left side (See sample design)
 - b. Color: Navy Blue
 - c. Collared, at least 50% cotton
 - d. Sizes Available: XS to 4XL (Adult standard size, size distribution to follow)
3. Customized Training Bag
 - a. Style: Tote bag cream canvass
 - b. Height: At least 15 inches
 - c. Width: At least 13 inches
 - d. Printing: see sample design



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4. Customized Notebook
 - a. Color: Blue
 - b. Material: Leather cover with garter
 - c. Print: PRC Logo (white color) lower part
 - d. Size: 210x185mm
5. Ballpen
 - a. Type: retractable
 - b. Color: Black
6. ID Lace/Lanyard
 - a. Width: 1"
 - b. Sublimation
 - c. Full-color print
 - d. With PRC Logo print and g-hook
7. ID Cardholder
 - a. Type: Waterproof card
 - b. Size: Approximately 150x105 mm (B4)
8. Guaranteed number: **50 sets/packs;** and
9. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

III. Payment and Delivery

Delivery shall be consistent with the following schedule of requirements:

1. Sample

Delivery of sample/actual prototype of jacket and polo shirt should be made **within five (5) calendar days upon receipt of the Contract**. If the date of delivery of the sample falls on a weekend or a holiday, delivery must be on the next working day without penalty.

2. Full Delivery and Penalties

Full delivery should be made on or before December 12, 2024 **after the approval of the sample/actual prototype**. If the delivery date falls on a weekend or a holiday, delivery must be on the next working day without penalty.

The provision on *liquidated damages* under Section 68 of the 2016 Revised IRR of R.A. No. 9184 shall apply.

3. Place of Delivery

Full delivery shall be made at the –



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PROFESSIONAL REGULATION COMMISSION

P. Paredes Street, Sampaloc, Manila

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis. No advance deposit required.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages based on the contract price by the winning bidder.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF CUSTOMIZED TRAINING
MATERIALS/KITS FOR THE CONDUCT OF THE TRAINING ON RESEARCH
METHODS FOR PROFESSIONAL REGULATION COMMISSION (CAPACITY
BUILDING IV)**

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 best offer/quotation for the item/s as follows:

**PROCUREMENT OF CUSTOMIZED TRAINING MATERIALS/KITS FOR THE
CONDUCT OF THE TRAINING ON RESEARCH METHODS FOR
PROFESSIONAL REGULATION COMMISSION (CAPACITY BUILDING IV)**

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: