



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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Vice-Chairman

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**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2024-70**

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 INK CARTRIDGE (COLOR AND BLACK) FOR CANON TR150 PORTABLE PRINTER-REBID** 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 INK CARTRIDGE (COLOR AND BLACK) FOR  
CANON TR150 PORTABLE PRINTER-REBID**

Bidders who are legally, technically, and financial 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 December 11, 2024 at 09:00 AM**. Evaluation of quotation/proposal will be on **December 11, 2024 at 09:30 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 Mayor's Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and





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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 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. Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made 30 days upon issuance of Inspection and Acceptance Report by Property and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.
10. In order to guarantee that manufacturing defects will be corrected by the supplier, a warranty security may be required from the contract for a minimum period of three (3) months, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

**TERMS OF REFERENCE**

Name of the Project:	<b>PROCUREMENT OF INK CARTRIDGE(COLOR AND BLACK) FOR CANON TR150 PORTABLE PRINTER-REBID</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>One Hundred Forty-Eight Thousand Two Hundred Fifty-Eight Pesos And Thirty-Three Centavos (148,258.33)</b> inclusive of all applicable bank and government charges.
Project Site:	<b>PROFESSIONAL REGULATION COMMISSION</b> P. Paredes St., Sampaloc, Manila





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**TECHNICAL SPECIFICATIONS**

PROCUREMENT OF INK CARTRIDGE(COLOR AND BLACK) FOR CANON TR150 PORTABLE PRINTER-REBID		
Part No.	Quantity	Description
PGI-35BK	61	Canon PGI-35BK Black Ink Cartridge
CLI-36 CLR	60	Canon CLI-36 Color Ink Catridge
Bidders shall submit an original or a certified true copy of the following documents during the opening of bids:		
1. Manufacturer's Certificate as to the Authenticity of the Product; and		
2. Certificate as Authorized Reseller or Distributor.		
Delivery Period: Thirty (30) calendar days upon receipt of the Contract		

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROCUREMENT OF INK CARTRIDGE(COLOR AND BLACK) FOR CANON  
TR150 PORTABLE PRINTER-REBID**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE, DESIGNATION  
AND PRINTED 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 INK CARTRIDGE(COLOR AND BLACK) FOR CANON TR150 PORTABLE PRINTER-REBID					
ITEMS	QTY	TOTAL APPROVED UNIT COST	TOTAL APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
				BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
Canon PGI-35 Ink Cartridge Black	61	₱958.33	₱58,458.13		
Canon CLI-36 Color Ink	60	₱1,496.67	₱89,800.20		
		<b>TOTAL ABC:</b>	<b>Php148,258.33</b>		

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

**Bidder's authorized signature over printed name**

**Designation:**

**Name of Company:**

**Address:**

**Contact No:**