



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

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-72

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 CERTIFICATE FRAMES WITH PRC LOGO AND RIBBONS (RFQ No. 2024-72)** 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 CERTIFICATE FRAMES
WITH PRC LOGO AND RIBBONS
(RFQ No. 2024-72)**

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 December 06, 2024 at 10:30 AM**. Evaluation of quotation/proposal will be on **December 06, 2024 at 11:30 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.

2. PhilGEPS Registration;



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3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized 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.

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. Technical Specification shall be supported by brochures, pamphlets, submitting samples or evidence of such compliance, if applicable.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
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 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.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF CERTIFICATE FRAMES WITH PRC LOGO AND RIBBONS
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: SEVENTY-FOUR THOUSAND SIX HUNDRED SIXTY-FOUR PESOS (Php74,664.00)
Project Site:	PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila



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TECHNICAL SPECIFICATIONS

PROCUREMENT OF CERTIFICATE FRAMES WITH PRC LOGO AND RIBBONS	
Quantity	Technical Specifications
200 pieces	Size: A4 Type: Book type Material: Cardboard Color (outside): Maroon Color (inside) Plain white with four (4) corner ribbon Cover: Embedded PRC logo (color: Gold)
200 pieces	Size: A4 Type: Book type Material: Cardboard Color (outside): Navy Blue Color (inside): Plain white with four (4) corner ribbon Cover: Embedded PRC logo (color: Gold)
Total:	400 pieces
Other specifications: <ol style="list-style-type: none">Upon receipt of the approved contract, the end-user will coordinate immediately to the winning bidder for sample Certificate Frames with PRC logo and ribbons; andThe earliest delivery period will be on 13 December 2024 and the latest will be on 18 December 2024, within office hours only.	

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROCUREMENT OF CERTIFICATE FRAMES WITH
PRC LOGO AND RIBBONS**

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE

Designation: _____
Company: _____



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ANNEX "B"

PRICE QUOTATION SHEET
FINANCIAL BID

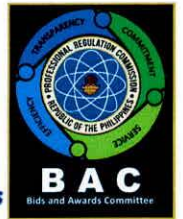
Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

PROCUREMENT OF CERTIFICATE FRAMES WITH PRC LOGO AND RIBBONS			
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	TOTAL BID PRICE QUOTATION (In Figure and Words)
Size: A4 Type: Book type Material: Cardboard Color (outside): Maroon Color (inside): Plain white with four (4) corner ribbon Cover: Embedded PRC logo (color: Gold)	200	Php186.66 per piece or A total of Php37,332.00	
Size: A4 Type: Book type Material: Cardboard Color (outside): Navy Blue Color (inside): Plain white with four (4) corner ribbon Cover: Embedded PRC logo (color: Gold)	200	Php186.66 per piece or A total of Php37,332.00	
Total:	400	Php74,664.00	



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***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.**

***BIDDERS MAY SUBMIT A BID FOR EITHER OR BOTH LOTS.**

PLEASE QUOTE YOUR BEST OFFER FOR THE ABOVE ITEMS. KINDLY FILL OUT THE FORM COMPLETELY AND INDICATE "NO BID" FOR THE PROJECTS WITHOUT PROPOSAL.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: