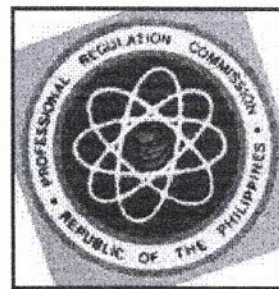




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



REQUEST FOR QUOTATION

**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED
DRINKING WATER AND PROVISION OF HOT AND COLD WATER
DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD
JANUARY TO DECEMBER 2025**
(RFQ) No. 2025-001

(Negotiated Procurement – Small Value Procurement)

VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

Date: _____

Contact Person: _____

Company Name: _____

Company Address: _____

Contact Details: _____

Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IV-A 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 FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025.**

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 RBAC Secretariat at Telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at ro4a.bac@prc.gov.ph.

Thank you.

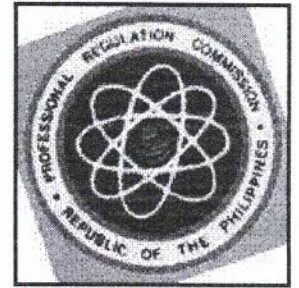
Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

REQUEST FOR QUOTATION

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025

(RFQ) No. 2025-001

(Negotiated Procurement – Small Value Procurement)

The PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE IV-A, with office address at 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025** 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 FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 (RFQ) No. 2025-001
Approved Budget for the Contract:	PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 with approved budget of Fifty-Two Thousand Pesos (Php52,000.00) only, inclusive of VAT and all applicable taxes.
	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
Specification:	See attached Annex "A" for the Term of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.
Contract Period:	January to December 2025

Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	January 15, 2025 12:00NN	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.Bids submitted via e-mail should be password encrypted.Late bids shall not be accepted.
Opening and Evaluation of Bids	January 15, 2025 01:30PM	
Post-Qualification	January 16, 2025 10:30AM	



Bids and Awards Committee

Republic of the Philippines

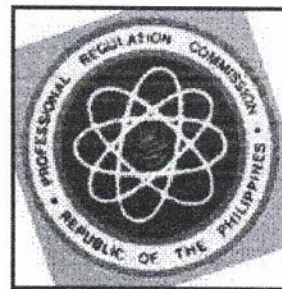
Professional Regulation Commission

2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City

Telephone Nos.: (042) 373-73-16 / (042) 373-73-05

Cellphone No.: 09542592570


E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. AMADOR
Member


JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA WILIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex "B") personally, by mail/courier or via email, duly signed by the owner or his/her duly authorized representative using the "PRC Official Forms" provided herein.

❖ 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" and "B")**.
3. Price quotation/s must be valid for a period of 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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered items shall be subjected to inspection and approval of the End-user/s before the award of contract/purchase order.
7. Award of contract / Purchase order shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made upon receipt of Statement of Account/Billing Statement and upon submission of an Updated Tax Clearance.

In addition to the quotation/proposal, copy of the following eligibility requirement (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, as such as Official Receipt of Payment)
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement* - for projects with ABC above Fifty Thousand Pesos (P50,000.00)
5. *Duly notarized Secretary's Certificate* (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).

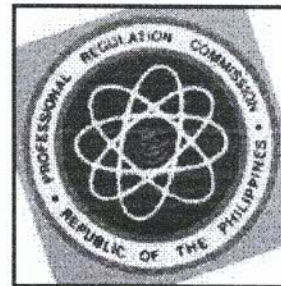
PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC RBAC reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.



Bids and Awards Committee

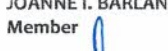
Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson


RAUL P. MARQUEZ
Member


JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LILIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

For inquiries, you may contact the RBAC Secretariat at telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at ro4a.bac@prc.gov.ph.

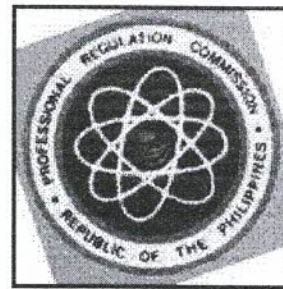
Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



ANNEX "A"

TECHNICAL SPECIFICATION

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025

(RFQ) No. 2025-001

(Through Negotiated Procurement-Small Value Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)


VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL E. BARLAN
Member

JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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) provided per LOT ITEM, inclusive of all applicable bank and government charges.

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025 with Approved Budget for the Contract (ABC) of Fifty-Two Thousand Pesos (Php52,000.00) only, inclusive of VAT and all applicable taxes.

II. Specification

1. The supplier shall deliver clean, safe and healthy to drink Purified Drinking Water to the PRC IV-A located at 2nd Floor Lucena Grand Central Terminal Brgy. Ilayang Dupay, Lucena City, Quezon;
2. The containers shall be made of food grade material and must be tamper-proof to protect from contamination;
3. The supplier shall deliver thirty (30) containers, with five (5) gallons per container every Monday or as the need arises. If Monday falls on declared non-working day, delivery shall be on the next working day. Delivery is free of charge;
4. An additional number of containers might be requested by PRC IV-A from time to time, aside from that mentioned above;
5. The supplier must provide and install with free of use of five (5) hot and cold water dispensers without cost to PRC IV-A;
6. The supplier must maintain and check the installed water dispensers monthly and immediately replace defective dispensers or as needed;
7. The water dispensers and containers shall remain properties of the supplier for exclusive use of purified drinking water;
8. The supplier must furnish a copy of all necessary permits and licenses to operate to PRC IV-A.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson

[Signature]
RINA R. DADOR
Vice-Chairperson

[Signature]
RAUL F. MARQUEZ
Member

[Signature]
JOANNE I. BARLAN
Member

[Signature]
MICHAEL RYAN U. GONZALES
Member

[Signature]
MARIA LILIBETH L. ESCLANDA
Member

[Signature]
CHRISTOPHER M. TORRES
Member

[Signature]
RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

QUANTITY	UNIT	ITEM (WITH SPECIFICATION)	UNIT COST	Approved Budget for the Contract (ABC)
1,560	5-gallon container	Specifications: <ul style="list-style-type: none">• Delivery of 30 5-gallon containers of purified drinking water every Monday, if Monday falls on declared no-working day, delivery shall be on next working day OR as the need arises• Provision of five (5) Hot and Cold Water Dispensers (Replacement of defective dispenser, if necessary)• Monthly cleaning of water dispensers• Must submit quarterly bacteria test result	P33.33	P52,000.00

III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC RO IV-A.

Payment shall be made **within 1- 15 calendar days upon the receipt of the Statement of Account/ Billing Statement.** The payment shall be on a bank-to-bank transfer basis and shall be made upon receipt of the Statement of Account/Billing Statement. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract price/s by the winning supplier.

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER AND PROVISION OF HOT AND COLD WATER DISPENSERS FOR PRC REGIONAL OFFICE IV-A FOR THE PERIOD JANUARY TO DECEMBER 2025

SIGNATURE OVER PRINTED NAME OF BIDDER/BIDDER'S
AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED
NAME OF COMPANY



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph




VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. MARCOTE
Member

JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMOND B. ALVAREZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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:

Lot No.	QTY	UNIT	Item & Description	BID QUOTATION	
				Unit Cost	Total Cost
1	1,560	5-gallon container	Specifications: <ul style="list-style-type: none">Delivery of 30 5-gallon containers of purified drinking water every Monday, if Monday falls on declared no-working day, delivery shall be on next working day OR as the need arisesProvision of five (5) Hot and Cold Water Dispensers (Replacement of defective dispenser, if necessary)Monthly cleaning of water dispensersMust submit quarterly bacteria test result		In Figure: _____ _____ In Words: _____ _____ _____

Total Bid Price for the Project: (Inclusive of all Taxes and delivery charges)

In Figures: _____

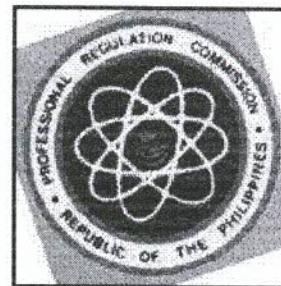
In Words: _____

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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Cellphone No.: 09542592570
E-add: ro4a.bac@prc.gov.ph



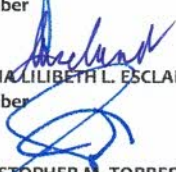
VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL R. MARQUEZ
Member

JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member


RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

Bidder/ Bidder's authorized representative
signature over printed name

Designation: _____

Company Name: _____

Company Address: _____

Contact No: _____