

Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 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

REQUEST FOR QUOTATION

PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

(RFQ) No. 2025-002

(Negotiated Procurement – Small Value Procurement)

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 PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 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, mobile no. +6395-4259-2570 or email at ro4a.bac@prc.gov.ph.

Thank you.

Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



REQUEST FOR QUOTATION

PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

(RFQ) No. 2025-002

(Negotiated Procurement – Small Value Procurement)

The PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE IV-A, with address at 2F Lucena Grand Central Terminal, Inc., (LGCTI) Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Name of Project :	PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025 (RFQ) No. 2025-002
Specification :	See attached Annexes "A, B, C, and D" for the Terms of Reference, Technical Specifications, Technical Requirements (Delivery Service), Applicable Rates, and Financial Bid.
Approved Budget for the Contract:	One Hundred Thirty Thousand Pesos & 00/100 (₱130,000.00), inclusive of all applicable bank and government charges
Contract Period:	January to December 2025

Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	January 15, 2025 at 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 at 1:00pm	
Post-Qualification	January 16, 2025 at 10:00 AM	

VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MORALES
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



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 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

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 thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in 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 given 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, 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 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

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
Mobile Number: +6395-4259-2570 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

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

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



ANNEX "A"

TECHNICAL SPECIFICATIONS

PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

(Through Negotiated Procurement under Section 53.9 Small Value Procurement of the 2016 Revised IRR 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 **One Hundred Thirty Thousand Pesos & 00/100 (₱130,000.00)**, inclusive of all applicable bank and government charges.

II. Specifications:

No.	Scope of Work/ Schedule of Requirements	Schedule of Delivery
1	All cargoes, documents and records of PRC Regional Office IV-A shall be handled with care and picked up by the WINNING BIDDER at the PRC Regional Office IV-A, at 2nd Floor Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, Quezon Province, and be delivered to its clienteles and its Central Office in PRC Manila, as well as to Fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.	
2	<p>Nationwide coverage of its services originated at PRC Lucena City, Quezon Province to its clienteles and its Central Office in PRC Manila, as well as to Fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.</p> <p>The fifteen (15) other Regional Offices are in National Capital Region, Cordillera Administrative Region (Baguio City), Regional Office I (Rosales), Regional Office II (Tuguegarao City), Regional Office III (San Fernando City), Regional Office IV-B, Regional Office V (Legazpi City), Regional Office VI (Iloilo City), Regional Office VII (Cebu City), Regional Office VIII (Tacloban City), Regional Office IX (Pagadian City), Regional Office X (Cagayan de Oro City), Regional Office XI (Davao City), Regional Office XII (Koronadal), Regional Office XIII (Butuan City).</p>	

VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL E. 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



Bids and Awards Committee

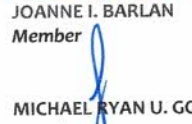
Professional Regulation Commission
2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAU F. MARQUEZ
Member


JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LILIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMUNDO D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

The satellite office is located in Zamboanga City.
The off-site service centers are located in:

PRC-PICC	Robinsons Place Gensan
Ayala Malls South Park	Robinsons Place Iligan
Calapan Service Center	Robinsons Place Ilocos
Calbayog Service Center	Robinsons Place Iloilo
Festive Walk Iloilo	Robinsons Place Las Piñas
GT Town Center	Robinsons Place Manila
Kidapawan Service Center	Robinsons Place Naga
My Metro Town Mall	Robinsons Place Novaliches
OSCCO Palayan	Robinsons Place Ormoc City
OSCCO POEA	Robinsons Place Palawan
OSCCO Davao	Robinsons Place Pangasinan
Robinsons Galleria	Robinsons Place Santiago
Robinsons Galleria Cebu	Robinsons Place Sta. Rosa
Robinsons Place Antique	Robinsons Place Tagum
Robinsons Place Bacolod	Robinsons Place Valencia
Robinsons Place Butuan	Robinsons Starmills
Robinsons Place Dasmariñas	Tagbilaran Service Center
Robinsons Place Dumaguete	Zamboanga Satellite Office
Candon City Sports Complex Service Center	

3

Except in case of force majeure, the winning bidder shall give priority to all PRC Cargoes in the shipment via air or sea of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition, at 4:00 P.M. cut-off time.

SERVICEABLE AREA (SA)	LEAD TIME
NCR	1-2 DAYS
LUZON	1-2 DAYS
VISAYAS	1-2 DAYS
MINDANAO	1-2 DAYS

OUTSIDE SERVICEABLE AREA (OSA)	LEAD TIME
LUZON	7-10 DAYS
VISAYAS	7-10 DAYS
MINDANAO	7-10 DAYS

4

WINNING BIDDER shall bill PRC Regional Office IV-A in accordance with the rates provided in **Annex "D"** and in the contract on a monthly basis attaching therein a List of Statement of Charges and Waybills of WINNING BIDDER for all deliveries made within the month.

5

In excess of the minimum guaranteed weight/volume of five hundred (500.00) kilo grams, WINNING BIDDER shall bill PRC in accordance with the rates provided in the contract.

6

PRC Regional Office IV-A shall pay WINNING BIDDER within ten (10) days upon receipt of billing with complete documents. WINNING BIDDER shall, upon receipt of payment issue the corresponding official receipt, or at least within 24 hours from receipt of payment.

7

Except in cases of force majeure and fortuitous events, WINNING BIDDER shall be precluded from:

- 7.1 Bumping-off PRC cargo in favor of other clients;
- 7.2 Refusing to transport, ship and deliver PRC cargo;
- 7.3 Exercising stoppage in transit, or when a co-loader or subcontractor fails, for any justifiable reason, to fulfill the terms and conditions of co-loading or subcontracting agreements with WINNING BIDDER;




Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 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

	subcontracting agreements with WINNING BIDDER; and 7.4 Ceasing transport, shipment and delivery operations involving PRC cargo.	
8	WINNING BIDDER shall, upon prior notice, facilitate the entry of PRC representatives into warehouses and cargo loading or unloading areas during reasonable office hours for purposes of inspection.	
9	WINNING BIDDER shall deliver cargo only to the Consignee or a duly authorized PRC representative on the address as specified on the top portion of PRC Bill of Lading which should be the same Consignee indicated in WINNING BIDDER waybill. Any delivery made to a person or entity other than the intended Consignee or duly authorized representative shall be deemed a failure of delivery for which the WINNING BIDDER is liable to re-deliver and take the fastest means available, and charge the difference in the shipment of freight cost to itself, if necessary.	
10	The WINNING BIDDER has the right but not the obligation to inspect any shipment, but shall not be authorized to open the shipment.	
11	WINNING BIDDER shall exercise extra-ordinary diligence in the handling of shipment. Except in cases of force majeure or fortuitous event, WINNING BIDDER agrees to compensate PRC's claim of damages and losses based on the formal claim letter duly filed with complete documents attached, accepted, processed and determined as the fault of WINNING BIDDER. Such claims must be filed within thirty (30) days from date of damages or from the time the consignee receives the shipment from WINNING BIDDER. Payment of such claim shall, however, be limited to the reasonable and correct value appearing on the Bill of Lading or has been fairly and freely agreed upon by both parties.	
12	In cases where the goods of PRC, are already covered by a separate Bill of Lading or Consignment Note ("BL/CN"), the parties agree that such goods shall be governed by the terms and conditions of the BL/CN, it being understood that in case of conflict between such conditions and this agreement, the conditions in the BL/CN shall prevail and the conditions of this Agreement shall only be supplementary in so far as there is no conflict.	
13	The WINNING BIDDER shall not be responsible for any failure to comply with, or for any delay in performance of the terms of the Contract where failure or delay is due to causes beyond WINNING BIDDER reasonable control included, but not limited to, acts of God or the public enemy, war, riot, embargo, fire explosion, sabotage, flood, accident, labor disputes, default of common carrier and any other similar or analogous causes.	
14	The liability of WINNING BIDDER for any direct loss, theft, damage, or for any other similar cause to the cargoes shall be governed exclusively by the terms and conditions of WINNING BIDDER waybill, whether or not the waybill is actually issued. However, in the event of	




Bids and Awards Committee


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
Mobile Number: +6395-4259-2570 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

	loss or theft of the cargo, beyond the control of the WINNING BIDDER shall notify the PRC in accordance with the notice provisions herein stated below, within seven (7) working days from WINNING BIDDER discovery of such loss or theft. Notwithstanding the preceding provisions, WINNING BIDDER shall not be held liable for any unsuccessful deliveries due to the following causes: 14.1 Wrong or incomplete address of the Consignee; 14.2 Changes in address of PRC Regional Office with WINNING BIDDER not duly notified; 14.3 Force majeure or other similar causes as stated in paragraph 11; 14.4 Causes other than the force majeure and which cause is beyond the control of WINNING BIDDER; and 14.5 Other causes analogous to the above statement.	
15	The WINNING BIDDER shall provide packaging and crating services for fragile shipments with charge to be included in monthly billing and specifically identified in the List of Statement of Charges.	
16	Courier Services shall include the mailing of Official Documents, hauling of Office Supplies, Examination Materials and Office Equipment. The WINNING BIDDER shall provide the following add-on services, as provided for in its Technical bid, at no cost to PRC: 16.1 Boxes, pouches, packaging tapes, and forms for PRC's consumption in transporting their goods; 16.2 Electronic cargo tracking and monitoring system for fast, regular and accurate information on PRC shipment; 16.3 Specifically designated and secure area with a dedicated team at WINNING BIDDERS sorting hub exclusively for PRC cargoes and documents; 16.4 Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents; 16.5 Assignment of Special Team to handle the PRC account to ensure full implementation of WINNING BIDDER contractual obligations; 16.6 Delivery of unclaimed PRC documents to professionals with secure, fool-proof system at the option of the applicant/professional; 16.7 Call center facility with courier services; and 16.8 Assistance in public information, surveys and social marketing programs.	
17	All notices required under this agreement shall be deemed given, if and when personally delivered in writing to the party or its designated agent/representative, faxed, or mailed by registered mail or sent by reputable courier services or by means of electronic mail, return receipt requested, postage prepaid and properly addressed. Such notices shall be deemed given upon three (3) business days after mailing. All notices, requests, consents and other documents ("Notices") shall be deemed served or given.	
18	18.1 If personally served by being left at the address of the party to whom the Notice is given between the hours of 8:00 a.m. and 5:00 p.m. on any business day, then in such case at the time Notice is duly received; 18.2 If sent by facsimile, then in such case when successfully	



Bids and Awards Committee


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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL E. 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

transmitted during business hours, or if not during business hours, then on the next business/working hours; and

18.3 If sent by electronic mail, then upon receipt by Sender of the acknowledgment of the "receipt requested" message from the recipient.

Any party may change its address for receipt of Notices at any time by giving notice thereof to the party. The duly authorized representative of that party may sign any Notice given under this Agreement on behalf of any party. Either party may change the manner by which notice is to be given provided that the other party was advised of such change in writing, duly received.

Except in cases of force majeure, the service areas with corresponding lead times are as follows:

SERVICEABLE AREA (SA)	LEAD TIME
NCR	1-2 DAYS
LUZON	1-2 DAYS
VISAYAS	1-2 DAYS
MINDANAO	1-2 DAYS

OUTSIDE SERVICEABLE AREA (OSA)	LEAD TIME
LUZON	7-10 DAYS
VISAYAS	7-10 DAYS
MINDANAO	7-10 DAYS

19.1 Should any loss, theft, damage or any other similar cause occur while shipment is in custody of WINNING BIDDER, it is understood that arrangements for its replacement including assistance, costs among others shall be limited to WINNING BIDDER and the applicant and vice versa.

19.2 The agreed upon procedures and lead times for Return to Sender (RTS) are as follows:

- Undelivered transactions due to Bad Address or Unknown Consignee – For both Lucena City and other Provincial transactions – 2 delivery attempts.
- Undelivered transactions after making 2 delivery attempts – FOR LUCENA CITY TRANSACTIONS- The document will stay at the WINNING BIDDER.

19.3 If the consignee calls WINNING BIDDER within 5 days:

- 1st option – Pick up at WINNING BIDDER
- 2nd option – If not accessible to the applicant, pick up at the nearest WINNING BIDDER outlet.

19.4 If the consignee does not call WINNING BIDDER within 5 days, all undelivered transactions should be returned to PRC within twenty-four (24) hours from the said 5th day.

19.5 FOR PROVINCIAL TRANSACTIONS – the document will stay at the branch/agent office for 10 days.

- If the Consignee calls WINNING BIDDER within 10 days:
 - 1st option – Pick up at branch/agent office.
 - 2nd option – If not accessible to the applicant, pick up at the nearest WINNING BIDDER

19



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 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

	Outlet. ii. If the consignee does not call WINNING BIDDER within 10 days, all undelivered transactions should be returned to Lucena City c/o WINNING BIDDER within twenty four (24) hours from the said 5 th day.	
20	The WINNING BIDDER acknowledges that the services rendered under the Contract entered into with PRC shall be solely as an independent contractor. WINNING BIDDER shall not enter into any Memorandum of Agreement or commitment in behalf of PRC. WINNING BIDDER further acknowledges that it is not entitled to any employment rights or benefits. It is expressly understood that the Contract is not a joint venture between PRC and the WINNING BIDDER.	
21	WINNING BIDDER expressly agrees that the Contract entered into with PRC and all its terms and conditions are subordinate to the rules and regulations which may be imposed from time to time by government regulatory bodies, instrumentalities or agencies.	
22	The Contract between PRC and the WINNING BIDDER shall be for a period of twelve (12) MONTHS commencing upon the execution of the contract with PRC. <i>Provided however, that the services of the WINNING BIDDER are automatically extended until such time that a new Courier Contract shall have been executed.</i>	
23	This Contract shall not be assigned by the winning bidder to any party without the prior written consent of the PRC Regional Office IV-A	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

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



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph




ANNEX "B"

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

TECHNICAL REQUIREMENTS

ITEM	TERMS AND CONDITIONS	Statement of Compliance Statements of "Comply" or "Not Comply"																																						
	<p>1.Nationwide coverage and with company branch and/or agents to service PRC Regional Office IV-A at 2F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, Quezon Province to its Central Office in PRC Manila, as well as to fifteen (15) other Regional Offices, Satellite Offices, and Off-site Service Centers.</p> <p>The fifteen (15) other Regional Offices are in National Capital Region, Cordillera Administrative Region (Baguio City), Regional Office I (Rosales), Regional Office II (Tuguegarao City), Regional Office III (San Fernando City), Regional Office IV-B, Regional Office V (Legazpi City), Regional Office VI (Iloilo City), Regional Office VII (Cebu City), Regional Office VIII (Tacloban City), Regional Office IX (Pagadian City), Regional Office X (Cagayan de Oro City), Regional Office XI (Davao City), Regional Office XII (Koronadal), Regional Office XIII (Butuan City).</p> <p>The satellite office is located in Zamboanga City.</p> <p>The off-site service centers are located in:</p> <table><tr><td>PRC-PICC</td><td>Robinsons Place Gensan</td></tr><tr><td>Ayala Malls South Park</td><td>Robinsons Place Iligan</td></tr><tr><td>Calapan Service Center</td><td>Robinsons Place Ilocos</td></tr><tr><td>Calbayog Service Center</td><td>Robinsons Place Iloilo</td></tr><tr><td>Festive Walk Iloilo</td><td>Robinsons Place Las Piñas</td></tr><tr><td>GT Town Center</td><td>Robinsons Place Manila</td></tr><tr><td>Kidapawan Service Center</td><td>Robinsons Place Naga</td></tr><tr><td>My Metro Town Mall</td><td>Robinsons Place Novaliches</td></tr><tr><td>OSCCO Palayan</td><td>Robinsons Place Ormoc City</td></tr><tr><td>OSCCO POEA</td><td>Robinsons Place Palawan</td></tr><tr><td>OSSCO Davao</td><td>Robinsons Place Pangasinan</td></tr><tr><td>Robinsons Galleria</td><td>Robinsons Place Santiago</td></tr><tr><td>Robinsons Galleria Cebu</td><td>Robinsons Place Sta. Rosa</td></tr><tr><td>Robinsons Place Antique</td><td>Robinsons Place Tagum</td></tr><tr><td>Robinsons Place Bacolod</td><td>Robinsons Place Valencia</td></tr><tr><td>Robinsons Place Butuan</td><td>Robinsons Starmills</td></tr><tr><td>Robinsons Place Dasmariñas</td><td>Tagbilaran Service Center</td></tr><tr><td>Robinsons Place Dumaguete</td><td>Zamboanga Satellite Office</td></tr><tr><td>Candon City Sports Complex Service Center</td><td></td></tr></table>	PRC-PICC	Robinsons Place Gensan	Ayala Malls South Park	Robinsons Place Iligan	Calapan Service Center	Robinsons Place Ilocos	Calbayog Service Center	Robinsons Place Iloilo	Festive Walk Iloilo	Robinsons Place Las Piñas	GT Town Center	Robinsons Place Manila	Kidapawan Service Center	Robinsons Place Naga	My Metro Town Mall	Robinsons Place Novaliches	OSCCO Palayan	Robinsons Place Ormoc City	OSCCO POEA	Robinsons Place Palawan	OSSCO Davao	Robinsons Place Pangasinan	Robinsons Galleria	Robinsons Place Santiago	Robinsons Galleria Cebu	Robinsons Place Sta. Rosa	Robinsons Place Antique	Robinsons Place Tagum	Robinsons Place Bacolod	Robinsons Place Valencia	Robinsons Place Butuan	Robinsons Starmills	Robinsons Place Dasmariñas	Tagbilaran Service Center	Robinsons Place Dumaguete	Zamboanga Satellite Office	Candon City Sports Complex Service Center		
PRC-PICC	Robinsons Place Gensan																																							
Ayala Malls South Park	Robinsons Place Iligan																																							
Calapan Service Center	Robinsons Place Ilocos																																							
Calbayog Service Center	Robinsons Place Iloilo																																							
Festive Walk Iloilo	Robinsons Place Las Piñas																																							
GT Town Center	Robinsons Place Manila																																							
Kidapawan Service Center	Robinsons Place Naga																																							
My Metro Town Mall	Robinsons Place Novaliches																																							
OSCCO Palayan	Robinsons Place Ormoc City																																							
OSCCO POEA	Robinsons Place Palawan																																							
OSSCO Davao	Robinsons Place Pangasinan																																							
Robinsons Galleria	Robinsons Place Santiago																																							
Robinsons Galleria Cebu	Robinsons Place Sta. Rosa																																							
Robinsons Place Antique	Robinsons Place Tagum																																							
Robinsons Place Bacolod	Robinsons Place Valencia																																							
Robinsons Place Butuan	Robinsons Starmills																																							
Robinsons Place Dasmariñas	Tagbilaran Service Center																																							
Robinsons Place Dumaguete	Zamboanga Satellite Office																																							
Candon City Sports Complex Service Center																																								
	<p>1.1. Description of door-to-door pick-up and delivery of parcel and cargoes from the PRC Regional Office IV-A to PRC Central Office and fifteen (15) other regional offices, satellite offices, and off-site service centers.</p>																																							
	<p>1.2. List of Branches nationwide with the name of contact persons/agents and contact details (contact/fax numbers and e-mail/skype address).</p>																																							



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. MANALILI
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

1.1. Description of door-to-door pick-up and delivery of parcel and cargoes from the PRC Regional Office IV-A to PRC Central Office and fifteen (15) other regional offices, satellite offices, and off-site service centers.	
1.2. List of Branches nationwide with the name of contact persons/agents and contact details (<i>contact/fax numbers and e-mail/skype address</i>).	
1.3. Weekly/monthly schedule of the assigned personnel to pick-up the daily shipment at PRC (cut-off time is 4:00 p.m.).	
1.4. Schedule of next day delivery or lead time for ordinary delivery for PRC.	
1.5. Schedule of next day delivery for rush shipments with 3:00 pm cut-off time for PRC.	
1.6. Packaging and crating services for fragile shipments for PRC.	
1.7. Cargo tracking and monitoring system for PRC.	
1.8. Customer Service Hotline for inquiries.	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

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



Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



ANNEX "C"

a. APPLICABLE RATES

Luzon Origin

DOCUMENTS		Intra City	Luzon	Visayas	Mindanao
Regular (up to 500grams)	Small flyer	114.00	121.00	144.00	150.00
Jumbo (up to 2kgs)	Jumbo Flyer	231.00	241.00	293.00	310.00
Jumbo Plus (up to 3kgs)	Jumbo Plus Flyer	278.00	296.00	371.00	398.00

Above rates is inclusive of VAT



PARCEL		Intra City	Luzon	Visayas	Mindanao
First 3kgs	Small flyer	213.00	231.00	288.00	307.00
Add on per kilogram	Jumbo Flyer	69.00	72.00	88.00	92.00

Above rates is inclusive of VAT

ORIGIN	DESTINATION	CHARGEABLE SECTOR RATE
Sector 1	Sector 1	Sector 1
Sector 1	Sector 2	Sector 2
Sector 1	Sector 3	Sector 3
Sector 2	Sector 1	Sector 2
Sector 2	Sector 2	Sector 1
Sector 2	Sector 3	Sector 2
Sector 3	Sector 1	Sector 3
Sector 3	Sector 2	Sector 2
Sector 3	Sector 3	Sector 1

APPLICABLE RATES FOR SECTORS


IMPORTANT REMINDER/S:

Pick-up and Delivery within city is chargeable as "INTRACITY" sector.

VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. MARQUEZ
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




Bids and Awards Committee

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
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



ANNEX "D"

VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL E. 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

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:

No.	Scope of Work/ Schedule of Requirements
1	PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

Total Bid Price for the Project:

(inclusive of all taxes, and bank and government charges payable)

In Figures: _____

In Words: _____

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF ALL TAXES, AND BANK AND GOVERNMENT CHARGES PAYABLE.**

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: _____

Address: _____

Contact No(s): _____