



## Bids and Awards Committee


Republic of the Philippines  
Professional Regulation Commission  
Regional Government Center Site, Brgy. Rawis, Legazpi City  
Tel. Fax: (052) 481-3323  
Email: ro5.bac@prc.gov.ph



  
**JEROME M. BAÑES**  
Chairman

  
**ATTY. DOMINIC M. CERBITO**  
Vice-Chairperson

  
**JOSE JUSTO M. CALUSTRE, JR.**  
Member

  
**VICENTE L. OLLANES, JR.**  
Provisional Member

  
**LESTER LOUIES Z. BONTOR**  
Provisional Member

### SECRETARIAT:

  
**JUDELYN L. DANAÓ**  
Secretary

  
**JENALYN C. SARSALE**  
Member

  
**JOSE CHARLIE O. MOLIT**  
Member

### REQUEST FOR QUOTATION (RFQ) No. 2025-003-LEG

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission Regional Office V, 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 OF VARIOUS OFFICE FURNITURE FOR FINANCE AND ADMIN DIVISION

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes “A-B”, for your reference.

For inquiries you may email at [ro5.bac@prc.gov.ph](mailto:ro5.bac@prc.gov.ph) or you may call the BAC Secretariat at Facsimile No. (052) 481-3323.

Thank you.

Very truly yours,

  
**JEROME M. BAÑES**  
RBAC Chairman




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## REQUEST FOR QUOTATION (RFQ No. 2025-003-LEG)

The **PROFESSIONAL REGULATION COMMISSION (PRC) LEGAZPI REGIONAL OFFICE**, with address at Regional Government Center Site, Rawis, Legazpi City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Section 53.9 - Small Value Procurement of the 2016 Revised IRR of R.A. 9184 for the Project:

### PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR FINANCE AND ADMIN DIVISION

<b>Name of Project:</b>	<b>PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR FINANCE AND ADMIN DIVISION</b> RFQ No. 2025–003-LEG
<b>Approved Budget for the Contract:</b>	Eighty Five Thousand Pesos Only (Php 85,000.00)
<b>Location :</b>	Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City
<b>Specification :</b>	See attached <b>Annex “A”</b> for the Term of Reference and <b>Annex “B”</b> for Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 11 o’clock in the morning January 28, 2025** manually at the PRC Legazpi, Regional Government Center Site, Rawis, Legazpi City, at which time the envelope containing the quotation or via email at [ro5.bac@prc.gov.ph](mailto:ro5.bac@prc.gov.ph) will be evaluated at the Conference Room, Ground Floor, PRC Main Building, in the presence of the representative who may choose to attend.

#### ❖ 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 quotations/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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which 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 bidder or his/her duly authorized representative/s.



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8. Payment shall be made upon receipt of Statement of Account/Billing Statement on a cheque or bank to bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with the quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Registration Number

- ❖ *For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- ❖ *For procurement requiring Mayor's Permit and Philgeps Registration Number, 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.

For inquiries, you may contact the RBAC Secretariat at Facsimile No. (052) 481-3079, or you may e-mail at [ro5.bac@prc.gov.ph](mailto:ro5.bac@prc.gov.ph)

Very truly yours,

  
**JEROME M. BAÑES**  
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR FINANCE AND ADMIN DIVISION

(Negotiated Procurement under Section 53.9 - Small Value Procurement)

- 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 (ABC) in the amount of Eighty-Five Thousand Pesos Only (Php85,000.00) inclusive of all applicable bank and government charges.

II. **Specifications:**

Quantity	Unit of Issue	Item & Description	Approved Budget	
			Estimate Unit Cost	Estimate Total Cost
3	Unit	<b>OFFICE CHAIR</b> Dimension: <ul style="list-style-type: none"><li>• Height: 102-112CM</li><li>• Seat Height: 45-55CM</li><li>• Width: 69CM</li><li>• Seat Width: 52CM</li><li>• Depth: 68CM</li><li>• Seat Depth: 50CM</li><li>• Armrest: 29-38CM (10CM*25.5CM)</li><li>• Base: 64CM</li></ul> Materials: <ul style="list-style-type: none"><li>• Backrest: High Density Foam+Fabric+PP</li><li>• Armrest: PP+PU Top</li><li>• Seat: High Density Foam+Fabric+Plywood (Thickness: 9.5cm)</li><li>• Gaslift: Metal</li><li>• Base: Nylon (Diameter: 64cm)</li><li>• Wheels: Nylon (Size: 6CM)</li></ul> Features: <ul style="list-style-type: none"><li>• Armrest: 1D (Up/Down Up to 9CM)</li><li>• Reclined Length: 90-135</li><li>• With Tilt-Lock</li><li>• with 1 year warranty</li></ul>	7,000.00	21,000.00

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1	unit	<b>STEEL FILING CABINET (LATERAL)</b> <ul style="list-style-type: none"><li>• Lateral</li><li>• 4 Drawers</li><li>• Key Lock Mechanism</li><li>• Dimensions: 900x450x1380mm</li><li>• Color: Gray</li><li>• with 1 year warranty</li></ul> 	19,000.00	19,000.00
TOTAL			85,000.00	

III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC ROV on a check or bank-to-bank basis.

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 provider.

ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR FINANCE AND ADMIN  
DIVISION

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

Quantity	Unit of Issue	Item & Description	BID UNIT COST	BID TOTAL COST
3	units	<b>OFFICE CHAIR</b> Dimension: <ul style="list-style-type: none"><li>• Height: 102-112CM</li><li>• Seat Height: 45-55CM</li><li>• Width: 69CM</li><li>• Seat Width: 52CM</li><li>• Depth: 68CM</li><li>• Seat Depth: 50CM</li><li>• Armrest: 29-38CM (10CM*25.5CM)</li><li>• Base: 64CM</li></ul> Materials: <ul style="list-style-type: none"><li>• Backrest: High Density Foam+Fabric+PP</li><li>• Armrest: PP+PU Top</li><li>• Seat: High Density Foam+Fabric+Plywood (Thickness: 9.5cm)</li><li>• Gaslift: Metal</li><li>• Base: Nylon (Diameter: 64cm)</li><li>• Wheels: Nylon (Size: 6CM)</li></ul> Features: <ul style="list-style-type: none"><li>• Armrest: 1D (Up/Down Up to 9CM)</li><li>• Reclined Length: 90-135</li><li>• With Tilt-Lock</li><li>• with 1 year warranty</li></ul>		
3	units	<b>OFFICE TABLE WITH SIDE DRAWERS</b> <ul style="list-style-type: none"><li>• Melamine Board Top (Laminated)</li><li>• Frame and Drawers are made of Heavy Duty Cold Rolled Steel</li><li>• Side Drawers with Centralized Lock</li><li>• Scratched Resistance</li><li>• Color: Light Gray Frame and Light Gray Top</li><li>• Dimensions: H75 x L120 x D60cm</li><li>• with 1 year warranty</li></ul>		
1	unit	<b>STEEL FILING CABINET (VERTICAL)</b> <ul style="list-style-type: none"><li>• Vertical</li><li>• 4 Drawers</li><li>• Key Lock Mechanism</li><li>• Dimensions: 460x620x1331mm</li><li>• Color: Gray</li><li>• with 1 year warranty</li></ul>		
1	unit	<b>STEEL FILING CABINET (LATERAL)</b> <ul style="list-style-type: none"><li>• Lateral</li><li>• 4 Drawers</li><li>• Key Lock Mechanism</li><li>• Dimensions: 900x450x1380mm</li><li>• Color: Gray</li><li>• with 1 year warranty</li></ul>		
<b>TOTAL</b>				




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

PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR FINANCE AND DIVISION

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

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

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_