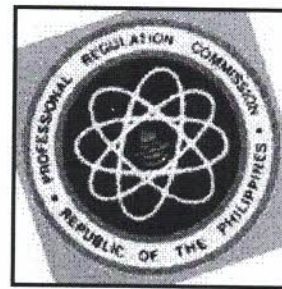




## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> 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



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Vice-Chairperson

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SECRETARIAT:

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Secretary

JANSSEN M. QUINTO  
Member

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Member

### REQUEST FOR QUOTATION

#### RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025

(RFQ) No. 2025-003

(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 No. 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: **RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 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](mailto:ro4a.bac@prc.gov.ph).

Thank you.

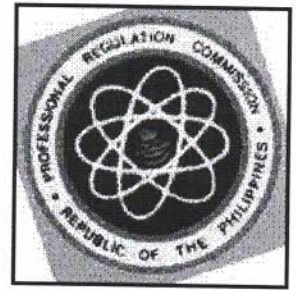
Very truly yours,

  
**RINA R. DADOR**  
RBAC Vice-Chairperson



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### REQUEST FOR QUOTATION

#### RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025

(RFQ) No. 2025-003

(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: **RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 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:                  | RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025<br>(RFQ) No. 2025-003   |
| 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 inclusive of all applicable bank and government charges for the <b>RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025</b><br><br><b>Lot 1 – with approved budget of TWO HUNDRED TWENTY-THREE THOUSAND EIGHT HUNDRED THIRTY-THREE PESOS AND 50/100 (P223,833.50)</b> |
| Location:                         | Professional Regulation Commission<br>Regional Office IV-A<br>2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City   |
| Specification:                    | See attached <b>Annex "A"</b> for the Term of Reference and Schedule of Delivery, and <b>Annex "B"</b> for Financial Bid.   |
| Delivery Date:                    | <b>FEBRUARY – DECEMBER 2025</b>   |

#### Schedule of Activity:

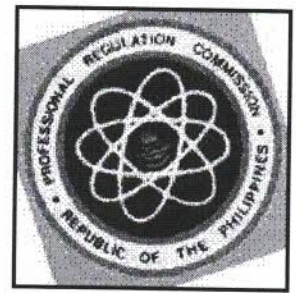
| Activity                        | Date and Time               | Remarks  |
|---------------------------------|-----------------------------|--|
| Deadline for submission of Bids | 27 January 2025 at 12:00 NN | <ul style="list-style-type: none"><li>Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.</li><li><b>Bids submitted via e-mail should be password encrypted.</b></li><li>Late bids shall not be accepted.</li></ul> |
| Opening and Evaluation of Bids  | 27 January 2025 at 1:00 PM  |  |
| Post-Qualification              | 28 January 2025 at 10:00 AM |  |





## Bids and Awards Committee

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Member

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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 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.
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 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 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 (₱50,000.00)
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.

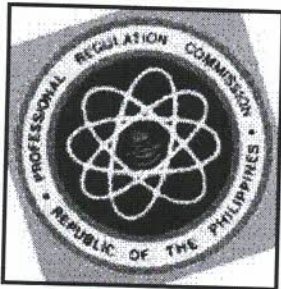
PRC reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.

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](mailto:ro4a.bac@prc.gov.ph).



# Bids and Awards Committee

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Very truly yours,

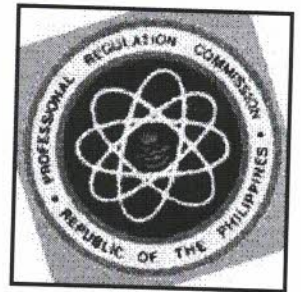
RINA R. DADOR  
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ANNEX "A"

## TECHNICAL SPECIFICATION

### RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations 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) provided per LOT ITEM, inclusive of all applicable bank and government charges.

#### II. Specification

Delivery of Service: February to December 2025  
Estimated Number of VEHICLE (VAN):

| Licensure Examinations      | WITHIN LUCENA CITY AND NEARBY CITIES/MUNICIPALITIES   |   |
|-----------------------------|---|---|
|                             | Date  | Estimated Number of vehicle (van) per day |
| CRIMINOLOGISTS              | February 05, 06 & 07, 2025 and August 1, 2, & 3, 2025 | 2   |
| PROFESSIONAL TEACHERS       | March 23, 2025 and September 21, 2025                 | 15  |
| TPC (PROFESSIONAL TEACHERS) | March. 25, 2025 and September 23, 2025                | 1   |
| NURSES                      | May 05 & 06, 2025 and November 04 & 05, 2025          | 1   |
| TPC (NURSES)                | May. 08, 2025 and November 07, 2025                   | 1   |
|                             | <b>TOTAL</b>  | <b>40</b>                                 |

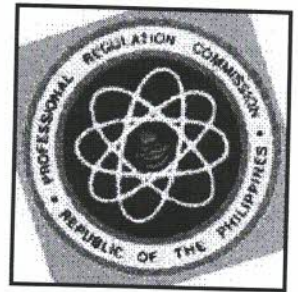
#### A. ROUTE SCHEDULE AND REQUIREMENTS (WITHIN LUCENA CITY)

| Type of Vehicle                           | Inclusion  | Time / Daily Route   | Approved Budget for the Contract (ABC)   | Trip per day   |   |
|---|--|--|--|--|---|
|   |  |  |  | Time   | Route   |
| At least twelve (12) seater vehicle (van) | 1. Fully vaccinated Driver with LTO driver's license;<br>2. Meals of the driver;<br>3. Gasoline; and<br>4. Disinfection of van / vehicle before and after each examination day | <ul style="list-style-type: none"><li>4:30am to 7:00pm every examination day</li><li>From PRC Regional Office IV-A to examination venue and vice versa</li></ul> | <b>P4,116.67.00</b> per VEHICLE (VAN) per day or<br><br><b>P189,366.82</b> for forty-six (36) vehicles, inclusive of all taxes | <ul style="list-style-type: none"><li>4:30 AM</li><li>7:00 PM</li><li>Anytime between 4:30 AM to 6:30 PM (As the need arise)</li></ul> | <ul style="list-style-type: none"><li>PRC RO IV-A office to examination venue</li><li>Examination venue to PRC RO IV-A office</li><li>Examination venue to PRC RO IV-A office and vice versa</li></ul> <p>*Route and/or number of trips may vary when necessitated.</p> |



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Member

### B. ROUTE SCHEDULE AND REQUIREMENTS (FROM PRC LUCENA TO PRC MANILA AND VICE VERSA)

| Type of Vehicle                           | Inclusion   | Time / Daily Route   | Approved Budget for the Contract (ABC)   | Trip per day               |  |
|---|---|----------------------|--|----------------------------|--|
|   |   |                      |  | Time                       | Route  |
| At least twelve (12) seater vehicle (van) | 1. Fully vaccinated Driver with LTO driver's license;<br>2. Meals of the driver;<br>3. Gasoline;<br>4. Toll fees and other charges that may be incurred during the travel; and<br>5. Disinfection of van / vehicle before the travel. | • 4:00 AM to 2:00 PM | <b>₱8,616.67</b> per VEHICLE (VAN) per day or<br><br><b>₱34,466.68</b> for four (4) vehicles, inclusive of all taxes | • 4:00 AM<br><br>• 2:00 PM | From PRC Regional Office IV-A to PRC Morayta (Central Office) and vice versa |

### 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 and upon submission of updated Tax Clearance.** The payment shall be on a bank to bank transfer basis. 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.

### ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE RENTAL OF VEHICLE (VAN) FOR THE CONDUCT OF LICENSURE EXAMINATIONS FOR CY 2025

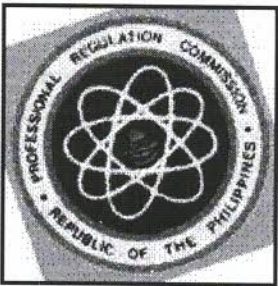
SIGNATURE OVER PRINTED NAME OF BIDDER/BIDDER'S  
AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED  
NAME OF COMPANY





Bids and Awards Committee

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*[Signature]*  
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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:

| Description/Quantity  | Approved Budget for the Contract   | Bid Amount per unit | Total Bid Amount (Inclusive of VAT) |
|---|--|---------------------|-------------------------------------|
| A. ROUTE SCHEDULE (WITHIN LUCENA CITY AND NEARBY CITIES/MUNICIPALITIES) | TWO HUNDRED TWENTY-THREE THOUSAND EIGHT HUNDRED THIRTY-THREE PESOS AND 50/100 (P223,833. 50) |                     | In Figure:<br><br><br><br><br>      |
| Forty-six (36) van vehicles, inclusive of all taxes                     |  |                     |                                     |
| B. ROUTE SCHEDULE (FROM PRC LUCENA TO PRC MANILA AND VICE VERSA)        |  |                     | In Words:<br><br><br><br><br>       |
| Four (4) van vehicles, inclusive of all taxes                           |  |                     |                                     |

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.

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

Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Contact No: \_\_\_\_\_