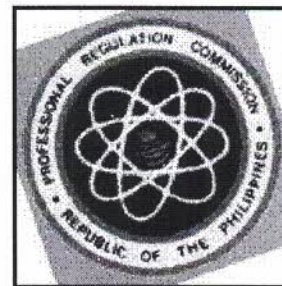




Bids and Awards Committee

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



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Member

REQUEST FOR QUOTATION

CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A

(RFQ) No. 2025-006

(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: **CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A.**

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.

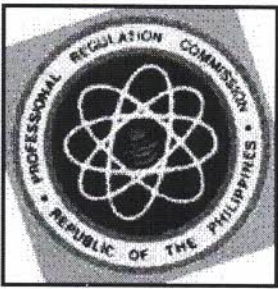
Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



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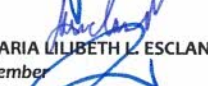
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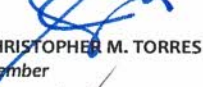

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REQUEST FOR QUOTATION

CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A (RFQ) No. 2025-006 (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: **CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A** 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:	CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A (RFQ) No. 2025-006
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 CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A Lot 1 – with approved budget of NINETEEN THOUSAND EIGHT HUNDRED EIGHTY-THREE PESOS AND 33/100 (P19,883.33)
Location:	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.
Delivery Date:	15 working days upon receipt of purchase order

Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	30 January 2025 12:00 PM	<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	30 January 2025 1:30 PM	
Post-Qualification	31 January 2025 10:00 AM	



Bids and Awards Committee

Republic of the Philippines

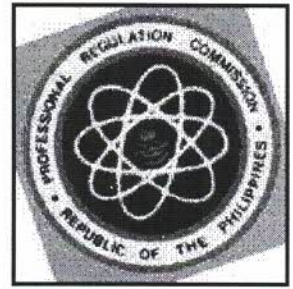
Professional Regulation Commission

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

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

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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:

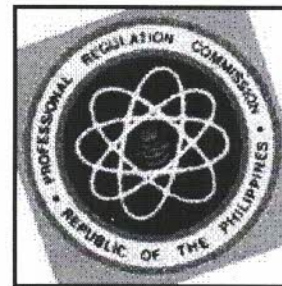
1. *Valid Mayor's / Business Permit*
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal such as Official Receipt of Payment)
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *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.



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Member

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.

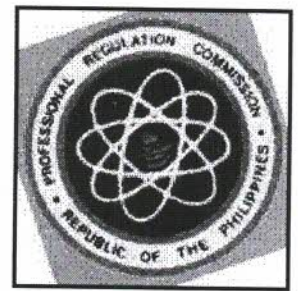
Very truly yours,


RINA R. DADOR
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ANNEX "A"

TECHNICAL SPECIFICATION

CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A

(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

QUANTITY	UNIT	ITEM (WITH SPECIFICATION)	Approved Budget
4	lot	LABOR: SCOPE OF WORK: * Cleaning and Diagnostic inspection of Floor Mounted 5ton type A.C.	P19,883.33
8	lot	LABOR: SCOPE OF WORK: * Cleaning and Diagnostic Inspection of Wall Mounted/Split type A.C.	
5	lot	LABOR: SCOPE OF WORK: * Cleaning and Diagnostic Inspection of Window type A.C.	

III. Payment Scheme

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

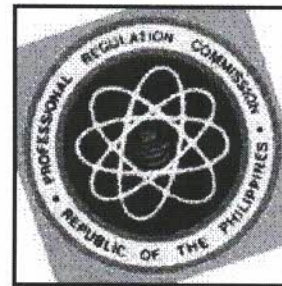
Payment shall be made **within 1- 15 calendar days upon the receipt of the Statement of Account/ Billing Statement and upon submission of updated Tax Clearance.** The payment shall be on a bank to bank transfer basis. All bank and other charges for the bank-to-bank transfer shall be shouldered by the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



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE CLEANING AND INSPECTION OF AIRCONDITIONING UNITS IN PRC RO IV-A

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

