



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. 2025-006-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 LEGAL SECTION

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 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. 2025-006-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 LEGAL SECTION

| | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------|
| Name of Project: | PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR LEGAL SECTION RFQ No. 2025–006-LEG |
| Approved Budget for the Contract: | Twenty Thousand Pesos Only (Php 20,000.00) |
| Location : | Professional Regulation Commission Regional Office V, Regional Government Center Site, Rawis, Legazpi City |
| Specification : | See attached Annex “A” for the Term of Reference and Annex “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 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.
8. Payment shall be made upon receipt of Statement of Account/Billing Statement on a cheque or bank to bank basis.



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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

Very truly yours,


JEROME M. BAÑES
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE (TOR)

PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR LEGAL SECTION

(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 Twenty Thousand Pesos Only (Php20,000.00) inclusive of all applicable bank and government charges.
- II. **Specifications:**

| Quantity | Unit of Issue | Item & Description | Approved Budget | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|
| | | | Estimate Unit Cost | Estimate Total Cost |
| 1 | Unit | STEEL FILING CABINET <ul style="list-style-type: none">• 4 – Drawer• Color: Beige/Mocha• with Lock• with 1 year warranty | 8,498.00 | 8,498.00 |
| 1 | Unit | MOBILE PEDESTAL <ul style="list-style-type: none">• 3 – Drawer• Color: Gray• with Lock• with 1 year warranty | 4,999.00 | 4,999.00 |
| 1 | Unit | STEEL RACK SHELF <ul style="list-style-type: none">• 5 - Layer | 1,668.00 | 1,668.00 |
| 2 | Units | MINI CABINET TABLE | 1,000.00 | 2,000.00 |
| <div><div></div><div></div></div> | | | | |
| | | | | |



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| | | | | |
|-------|------|------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 1 | unit | STAFF CHAIR WITH ARM REST  | 2,835.00 | 2,835.00 |
| TOTAL | | | 20,000.00 | |

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 LEGAL SECTION

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 |
|-----------------------------------------------------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|
| PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR LEGAL SECTION | | | | |
| 1 | Unit | STEEL FILING CABINET <ul style="list-style-type: none">• 4 – Drawer• Color: Beige/Mocha• with Lock• with 1 year warranty | | |
| 1 | Unit | MOBILE PEDESTAL <ul style="list-style-type: none">• 3 – Drawer• Color: Gray• with Lock• with 1 year warranty | | |
| 1 | unit | STEEL RACK SHELF <ul style="list-style-type: none">• 5 - Layer | | |
| 2 | Units | MINI CABINET TABLE | | |
| 1 | Unit | STAFF CHAIR WITH ARM REST | | |
| TOTAL | | | | |

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

PROCUREMENT OF VARIOUS OFFICE FURNITURE FOR LEGAL SECTION

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: _____