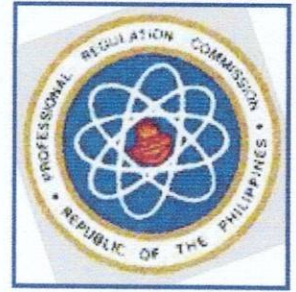




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
REGIONAL OFFICE III
PEO Annex Bldg. Provincial Capitol Compound, City of San Fernando
prcregion3.bac@gmail.com / Tel. No. 045-404-0236



REGULAR MEMBERS:

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Vice-Chairperson

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Member

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Secretary

MR. JERRELD M. ROMULO
Member

MR. DOMINIQUE M. RAMOS
Member

MR. DARWIN P. LANGWAS
Member

REQUEST FOR QUOTATION

(RFQ) No. 2025-01-002

(Negotiated Procurement – Small Value Procurement)

Date: January 20, 2025

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission Regional Office 3 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: **SUPPLY AND DELIVERY OF STATIONERY WITH PRC LOGO- A4 AND LEGAL SIZE**

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

For inquiries, you may call the RBAC Secretariat at facsimile No. (045) 404-0236 or email at prcregion3.bac@gmail.com.

Thank you.

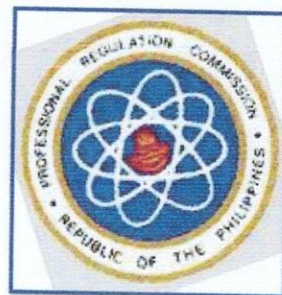
Very truly yours,


MARY ELAINE P. ESPELA
RBAC Vice-Chairperson



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Member

REQUEST FOR QUOTATION

(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC) Regional Office 3**, with address at 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **Supply and Delivery of Stationery with PRC Logo- A4 and Legal Size** 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 :	Supply and Delivery of Stationery with PRC Logo- A4 and Legal Size
Approved Budget for the Contract :	One Hundred Forty- Seven Thousand Five Hundred Sixty Pesos (Php 147,560.00)
Location :	Professional Regulation Commission Region 3 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP
Specification :	See attached Annex "A" for the Terms of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the "PRC Official Forms" provided herein **on or before 9:00 in the morning of January 31, 2025** at the RBAC Office, 3rd Floor, PEO Annex Building, Provincial Capitol Compound, CSFP. The quotation/proposal will be evaluated at the CPR, 3rd Floor, PEO Annex Building on **January 31, 2025 on 10:00 in the morning**, in the presence of the representative who may choose to attend via Microsoft Teams or Zoom online platform.

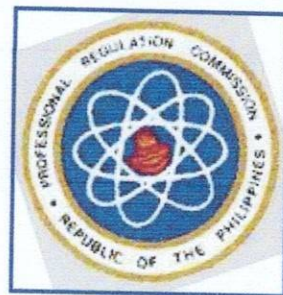
❖ TERMS AND CONDITIONS:

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" & "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. 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 owner or his/her authorized representative.



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8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis or through check payment.
9. **Updated Tax Clearance Certificate** must be presented during bid opening as additional attachment to the submitted bidding documents or before payment of the obligation by the procuring entity in compliance to BIR Revenue Regulations No. 017-2024.

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 equivalent to 10% of the contract price by the winning bidder.

In addition to the quotation/proposal, copies of the following eligibility requirements (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 Certificate
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Notarized Omnibus Sworn Statement
5. Duly Notarized Secretary's Certificate for Partnership and Corporations / Authorization to sign as representative for Sole Proprietorship including photocopy of valid government issued identification (ID).

- ❖ 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. (045) 404-0236.

Very truly yours,

MARY ELAINE P. ESPELA
RBAC Vice-Chairperson



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ANNEX "A"

REGULAR MEMBERS:

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Member

TERMS OF REFERENCE (TOR)

**SUPPLY AND DELIVERY OF STATIONERY WITH
PRC LOGO- A4 AND LEGAL SIZE**
(Through Negotiated Procurement Pursuant to Section 53.2 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 the following Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **One Hundred Forty- Seven Thousand Five Hundred Sixty Pesos (Php 147,560.00)** inclusive of all applicable bank and government charges.

II. **Specification**

QTY	UNIT	DESCRIPTION
Stationery with PRC Logo- A4 and Legal Size		
148	REAMS	<ul style="list-style-type: none">• Paper, Book Paper A4, 100lbs, white• Size: 210MM x 297MM• Size Tolerance: (+2 min in either direction) grammage size• Tolerance: - 5%, for laser printer, high speed copier, lithographic printing, etc., cut sizes shall be along machine direction, stiffness (gurley), MD, 300 µn m min. 500 sheets per ream. Thickness: 0.11 mm min
50	REAMS	<ul style="list-style-type: none">• Paper, Book Paper, Legal, 100lbs, white• Size: 216MM x 330MM• Size Tolerance: (+2 min in either direction) grammage size• Tolerance: - 5%, for laser printer, high speed copier, lithographic printing, etc., cut sizes shall be along machine direction, stiffness (gurley), MD, 300 µn m min. 500 sheets per ream. Thickness: 0.11 mm min

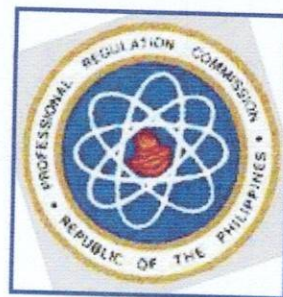
**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE
FOR THE SUPPLY AND DELIVERY OF STATIONERY WITH PRC LOGO- A4 AND
LEGAL SIZE**

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



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ANNEX "B"

REGULAR MEMBERS:

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Member

MR. DARWIN P. LANGWAS
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:

PROCUREMENT OF STATIONERY WITH PRC LOGO- A4 AND LEGAL SIZE			
ITEMS	QTY	ABC	BID QUOTATION
Stationery with PRC Logo- A4	148 reams	Php106,560.00	
Stationery with PRC Logo- Legal Size	50 reams	41,100.00	
TOTAL		Php147,560.00	

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

**SUPPLY AND DELIVERY OF STATIONERY WITH
PRC LOGO- A4 AND LEGAL SIZE**

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: _____