



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. OLANES, JR.
Provisional Member


LESTER LOUIES Z. BONTOR
Provisional Member

SECRETARIAT:


JUDELYNN L. DANA O
Secretary


JENALYN C. SARSALE
Member


JOSE CHARLIE O. MOLIT
Member

REQUEST FOR QUOTATION (RFQ) No. 2025-012-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 FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

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) 481-3079.

Thank you.

Very truly yours,


JEROME M. BAÑES
RBAC Chairman



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REQUEST FOR QUOTATION (RFQ No. 2025-012-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 FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

Name of Project:	PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025 RFQ No. 2025-012-LEG
Approved Budget for the Contract:	Ninety Thousand Pesos Only (Php 90,000.00)
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 February 07, 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.



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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
3. Omnibus Sworn Statement

- ❖ *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 FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

(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 Ninety Thousand Pesos Only (Php90,000.00) inclusive of all applicable bank and government charges.
- II. **Specifications:**


No.	Scope of Work/Schedule of Requirements	Schedule of Delivery																																								
1.	<p>Nationwide coverage and with company branch and / or agents to service PRC Regional Office V at Regional Center Site, Rawis, Legazpi City, Albay, and its Central Office, other Regional Offices and Satellite Offices.</p> <p>Other Regional Office and Satellite Offices:</p> <table><tr><td>Rosales-Pangasinan</td><td>Tuguegarao-Cagayan</td></tr><tr><td>Baguio</td><td>San Fernando-Pampanga</td></tr><tr><td>Lucena-Quezon</td><td>Cebu</td></tr><tr><td>Iloilo</td><td>Tacloban</td></tr><tr><td>Cagayan de Oro</td><td>Davao</td></tr><tr><td>Koronadal</td><td>Pagadian</td></tr><tr><td>Butuan and Region IV-B</td><td></td></tr><tr><td>GT Town Center</td><td>Koronadal Service Center</td></tr><tr><td>Kidapawan Service Center</td><td>Robinsons Place Bacolod City</td></tr><tr><td>Robinsons Place Butuan City</td><td>Robinsons Galleria Cebu City</td></tr><tr><td>Robinsons Place Dasmariñas</td><td>Cavite</td></tr><tr><td>Robinsons Place Dumaguete City</td><td>Robinsons Place Iligan City</td></tr><tr><td>Robinsons Place Ilocos</td><td>Robinsons Place Iloilo City</td></tr><tr><td>Robinsons Place Naga City</td><td>Robinsons Place Ormoc City</td></tr><tr><td>Robinsons Place Palawan</td><td>Robinsons Place Pangasinan</td></tr><tr><td>Robinsons Place Santiago</td><td>Isabela, Robinsons Place Sta. Rosa</td></tr><tr><td>Laguna</td><td>Robinsons Place Tagum</td></tr><tr><td>Davao</td><td>OSSCO Clark</td></tr><tr><td>Angeles City</td><td>OSSCO Davao City</td></tr><tr><td>OSSCO Palayan City</td><td></td></tr></table>	Rosales-Pangasinan	Tuguegarao-Cagayan	Baguio	San Fernando-Pampanga	Lucena-Quezon	Cebu	Iloilo	Tacloban	Cagayan de Oro	Davao	Koronadal	Pagadian	Butuan and Region IV-B		GT Town Center	Koronadal Service Center	Kidapawan Service Center	Robinsons Place Bacolod City	Robinsons Place Butuan City	Robinsons Galleria Cebu City	Robinsons Place Dasmariñas	Cavite	Robinsons Place Dumaguete City	Robinsons Place Iligan City	Robinsons Place Ilocos	Robinsons Place Iloilo City	Robinsons Place Naga City	Robinsons Place Ormoc City	Robinsons Place Palawan	Robinsons Place Pangasinan	Robinsons Place Santiago	Isabela, Robinsons Place Sta. Rosa	Laguna	Robinsons Place Tagum	Davao	OSSCO Clark	Angeles City	OSSCO Davao City	OSSCO Palayan City		
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3.	<p>In case of unforeseen circumstances, the winning bidder shall give priority to all PRC Cargoes in the shipment via air or sea of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition, at 4:00 P.M. cut-off time.</p>																																									





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4.	<p>The liability of WINNING BIDDER for any direct loss, theft, damage, or for any other similar cause to the cargoes shall be governed exclusively by the terms and conditions of WINNING BIDDER waybill, whether or not the waybill is actually issued. However, in the event of loss or theft of the cargo, beyond the control of the WINNING BIDDER shall notify the PRC in accordance with the notice provisions herein stated below, within seven (7) working days from WINNING BIDDER discovery of such loss or theft. Notwithstanding the preceding provisions, WINNING BIDDER shall not be held liable for any unsuccessful deliveries due to the following causes:</p> <p>4.1 Wrong or incomplete address of the Consignee; 4.2 Changes in address of PRC Regional Office with WINNING BIDDER not duly notified; 4.3 Force majeure or other similar causes as stated in paragraph 3; 4.4 Causes other than the force majeure and which cause is beyond the control of WINNING BIDDER; and 4.5 Other causes analogous to the above statement.</p>	
5.	Door-to-door pick-up and delivery of parcel and cargoes via <u>AIR</u> or <u>SEA</u> .	
6.	Door-to-door pick-up and delivery of parcel and cargoes via air or sea from the PRC Legazpi to either of the Fifteen (14) Regional Offices, Satellite Offices and PRC Central Office.	
7.	Daily pick up of Shipment at PRC Legazpi (cut off time is 04:00 PM)	
8.	Delivery lead time must not exceed more than three (3) days for Luzon and not more than eight (8) days for Visayas and Mindanao.	
9.	Schedule of next day delivery for rush shipments with 3:00 pm cut-off time for PRC.	
10.	Packaging and crating services for fragile shipments for PRC.	
11.	Cargo tracking and monitoring system for PRC through online website and SMS inquiry facilities.	
12.	Availability of Customer Service Hotline for inquiries.	
13.	No additional charges and changes in price during the implementation of contract.	
14.	Shall provide a summary of pick-up date and received date for every waybill on a monthly basis.	





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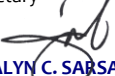

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16.	Courier Services shall include mailing and hauling of Official Documents Accountable Forms, ICT Equipment, hauling of Office Supplies, Examination Materials and Office Equipment, Furniture and Fixtures and other related items/materials, Notices, Summons, Orders and Decisions.	
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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 FOR THE PROVISION OF POSTAGE AND COURIER SERVICE
FOR THE YEAR 2025

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
1	LOT	PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

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

PROCUREMENT FOR THE PROVISION OF POSTAGE AND COURIER SERVICE FOR THE YEAR 2025

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: _____