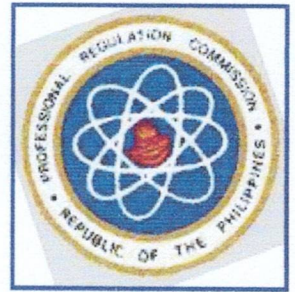




## Bids and Awards Committee

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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Chairperson

DR. MARIA ELLEN RUDITHA A. QUINICIO  
Vice-Chairperson

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Member

MS. GLENDA B. SAPON  
Member

MS. MARCIERY D. DULIN  
Member

### SECRETARIAT:

MR. DARWIN P. LANGWAS  
Secretary

MR. DOMINIQUE M. RAMOS  
Member

MR. PAOLO A. FONTANILLA  
Member

### REQUEST FOR QUOTATION

(RFQ) No. 2025-04-010

(Negotiated Procurement – Small Value Procurement)

Date: April 15, 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 VARIOUS FURNITURE AND FIXTURES**. 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,

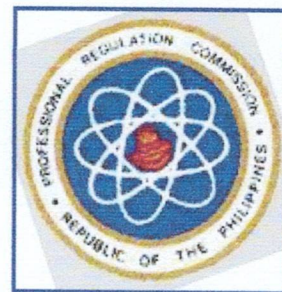
  
**JANICE L. SAN JOSE**  
RBAC Chairperson





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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 Various Furniture and Fixture** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project :</b>	Supply and Delivery of Office Equipment- Rebid
<b>Approved Budget for the Contract :</b>	Lot 1: Forty-Eight Thousand Pesos (Php 48,000.00) Lot 2: Seventy-Five Thousand Pesos (Php 75,000.00) Lot 3: Sixty Thousand Pesos (Php 60,000.00) Lot 4: Twenty- Six Thousand Pesos (Php26,000.00)
<b>Location :</b>	Professional Regulation Commission Region 3 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP
<b>Specification :</b>	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, 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 April 30, 2025** at the 2nd Floor, PEO Annex Building, Provincial Capitol Compound, CSFP. The quotation/proposal will be evaluated at the Conference Room of PRC located at the 2<sup>nd</sup> Floor, Robinsons Starmills on **April 30, 2025 at 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:

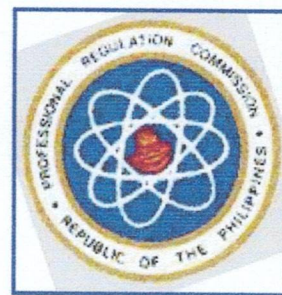
1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days 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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Member

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 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. Proof of Valid PhilGEPS Certificate of Registration
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 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,

JANICE L. SAN JOSE  
RBAC Chairperson





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ANNEX "A"

## REGULAR MEMBERS:

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Member

## TERMS OF REFERENCE (TOR)

### SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES (Through Negotiated Procurement Pursuant to Section 53.1 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 **Forty- Eight Thousand Pesos (Php48,000.00) for Lot 1; Seventy- Five Thousand Hundred Pesos (Php75,000.00) for Lot 2; Sixty Thousand Pesos (Php60,000.00) for Lot 3 and Twenty- Six Thousand Pesos (Php26,000.00) for Lot 4** inclusive of all applicable bank and government charges.

#### II. Specification

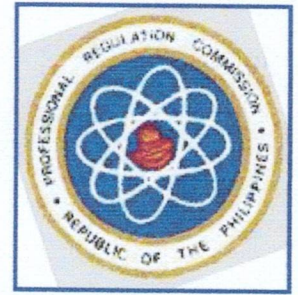
QTY	UNIT	DESCRIPTION
<b>LOT 1: Supply and Delivery of Vertical Steel Filing Cabinet (4 Units)</b>		
<ul style="list-style-type: none"><li>➤ Four (4) Layers</li><li>➤ Powder Coated</li><li>➤ Standard Dimension</li><li>➤ Color: Gray</li><li>➤ Gauge 22</li><li>➤ Compatible with A4 and Legal size files</li><li>➤ File Divider Locker System</li><li>➤ Heavy Duty</li><li>➤ All metal construction</li><li>➤ Attached sample pictures with description and specifications.</li></ul>		
<b>LOT 2: Supply and Delivery of Office Tables (5 units)</b>		
<ul style="list-style-type: none"><li>➤ With central and side drawers, swing door with shelf if applicable</li><li>➤ With locking system and keys</li><li>➤ <b>Material:</b> Laminated wood</li></ul> <p><b>Color:</b> Mahogany <b>Measurement (Approximate)</b> <b>Dimension:</b> L140-150 x W60-70 x H75cm Attach picture of proposed office table.</p>		
<b>LOT 3: Supply and Delivery of Executive Chairs (5 units)</b>		
<ul style="list-style-type: none"><li>➤ Executive Chairs, heavy duty</li><li>➤ Lumbar Support and Headrest</li><li>➤ Adjustable Height and Recline</li><li>➤ Leatherette Armrest and Chrome Base</li><li>➤ High Back Chair with Headrest, Padded Armrest</li><li>➤ Color: Black (Genuine Leather)</li><li>➤ Ergonomic Design</li><li>➤ Accessories: Gas Lift, Caster Wheel, Armrest</li><li>➤ Capacity: at least 120kg</li><li>➤ Attach picture of proposed executive chair.</li></ul>		





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### LOT 4: Supply and Delivery of High Chairs (4 units)

- With armrest, backrest and foot ring
- With caster wheel
- Height adjustment
- Chrome plated base
- Heavy duty/ durable
- Capacity: at least 120kg
- Attach picture of proposed high chair.

### Note:

- **AT LEAST ONE (1) YEAR WARRANTY**
- **Winning bidder shall be subjected for Post- Qualification.**
- **Free delivery and installation or assembly.**
- **DELIVERY PERIOD: Within Fifteen (15) Days upon issuance of Notice to Proceed.**

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES

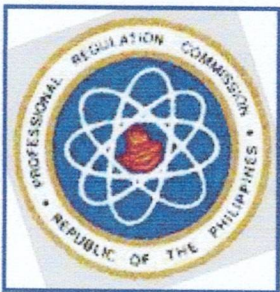
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY





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Member

## 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	QTY	ABC	Bid Proposal inclusive of applicable charges
Lot 1: Vertical Steel Filing Cabinet	4 units	Php 48,000.00	
Lot 2: Office Tables	5 units	Php 75,000.00	
Lot 3: Executive Chairs	5 units	Php 60,000.00	
Lot 4: High Chairs	4 units	Php 26,000.00	
TOTAL		Php 209,000.00	

Indicate N/A if no bid for a certain lot number.

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

### SUPPLY AND DELIVERY OF VARIOUS FURNITURE AND FIXTURES

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: \_\_\_\_\_