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Member

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Provisional Member, Non-IT Projects

  
**DARLING YEHELEN P. DELA ROSA**  
Provisional Member, IT Projects

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Member

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Member

**CARMi M. DELA CRUZ**  
Member

**JOEL P. IGNACIO**  
Member

**REQUEST FOR QUOTATION**  
**Negotiated Procurement – Small Value Procurement**  
**RFQ No. 2025-06**

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee (**RBAC**) of the Professional Regulation Commission – National Capital Region (**PRC- NCR**) is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION/RFQ NO. 2025-06.**

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. (02) 53100026 or email at [ncr.bac@prc.gov.ph](mailto:ncr.bac@prc.gov.ph).

Thank you.

Truly yours,

  
**AUDREY ANA M. AMPARO**  
RBAC Chairperson

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## REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION (PRC-NCR)**, with an office address at P. Paredes St., Sampaloc, Manila, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION/Rfq NO. 2025-06** 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>	<b>PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION RFQ NO. 2025-06</b>
<b>Total Approved Budget for the Contract:</b>	<b>Seventy-One Thousand Three Hundred Thirty Pesos (Php71,330.00)</b>
<b>Specification:</b>	<b>See attached Annexes “A” and “B” for the Terms of Reference and Schedule of Delivery, and Financial Bid.</b>
<b>Delivery Date:</b>	<b>21 &amp; 22 April 2025</b>


**Schedule of Activity:**

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	4 April 2025 (Friday)/9:00a.m.	Bidders who are legally, technically, and financially capable may submit their accomplished open quotation or proposal (Annex “B”) personally, by mail or courier, through facsimile, or via our official email account (ncr.bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC - NCR Official Forms” provided herein on or before 9:00 o’clock in the morning of 4 April 2025, at the RBAC Office, 2nd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila  Late bids will not be accepted.
Opening and Evaluation of Bids	4 April 2025 (Friday)/10:00 a.m.	The quotation or proposal will be evaluated at the NCR Conference Room, 2 <sup>nd</sup> Floor, PRC Annex Building on 4 April 2025, at 10:00 o’clock in the morning.
Post Qualification	7 April 2025 (Monday)/10:00 am.	

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Bidders may join the bid opening via videoconferencing or face-to-face upon submission of a letter of intent to participate in our official government electronic mail account (ncr.bac@prc.gov.ph).

• **TERMS AND CONDITIONS:**

1. Bidders shall provide the 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 quotations must be valid for a period of thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotations to be denominated in the Philippine peso shall include all taxes, duties, and/or levies payable.
5. Sample materials are required during post-qualification.
6. All quotations exceeding the approved budget for the contract will be automatically rejected.
7. An award of contract shall be made to the lowest quotation that 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 or her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation or proposal, copies of the following eligibility requirements (or their equivalent, if applicable) are required to be submitted:

1. Valid and Current 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 the Mayor's Permit, such as an official receipt of payment.)

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2. Valid proof of the Philippine Government Electronic Procurement System (PhilGEPS) Registration Number
3. Latest Income/Business Tax Return *(for ABCs above P500,000.00)*
4. Notarized Omnibus Sword Statement, signed by the owner or authorized representative.
5. For a sole proprietorship, a duly notarized Special Power of Attorney is required to designate a representative.
6. For corporations, a duly notarized Board Resolution/Secretary's Certificate designating an authorized representative.
  - For individuals or sole proprietors, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.
  - For procurement requiring the mayor's permit and PhilGEPS Registration Number, a Certificate of Platinum Membership may be submitted in lieu of said documents.

PRC-NCR assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC-NCR 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. (02) 53100026 or by email at [ncr.bac@prc.gov.ph](mailto:ncr.bac@prc.gov.ph).

Truly yours,

  
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RBAC Chairperson

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**ANNEX "A"****TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION/RFQ NO. 2025-06**

(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) inclusive of all applicable bank and government charges.

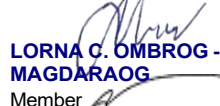
Procurement of Meals for the Two-Day Root Cause Analysis and Corrective Action Workshop for the Employees of Professional Regulation Commission – National Capital Region RFQ No. 2025-06, a with Approved Budget for the Contract (ABC) of Seventy-One Thousand Three Hundred Thirty Pesos (Php71,330.00).

**II. Specification:**

ITEMS	QTY/UNIT	TECHNICAL SPECIFICATIONS
<b>Procurement of Meals for the Two-Day Root Cause Analysis and Corrective Action Workshop for the Employees of Professional Regulation Commission – National Capital Region</b>	<b>35 pax</b>	<p>Additional Requirements:  Provision of free-flowing coffee  Provision of drinking water station  Service inclusive of table set up.</p> <p><b>A. Venue Set-up</b>  A stage platform and an area for tarpaulin backdrop  Provision of stage design</p> <p><b>B. Basic Audio Equipment</b>  Sound system with speakers and digital audio mixer  At least four (4) wireless microphones and four (4) wired microphones  Audio playback capabilities</p> <p><b>Pre-packed AM Snack</b>  - One pan sandwich w/ chips  - Canned Drink  - Coffee/Hot Drink</p> <p><b>Pre-packed Lunch</b>  - Rice (java, steam or garlic)  - Two meat variant (choice of combination of beef &amp; seafood or Pork &amp; Fish  - side dish  - Dessert/Pastries  - Bottled/Canned Drink</p> <p><b>Pre-packed PM Snack</b>  - Pasta with Side Dish  - Bottled/ Canned Drink  - Coffee/ Hot Drink</p>

  
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**III. Schedule of Delivery:**

**\*21 & 22 April 2025\***

For AM Snack – 7:45 to 8:45

For Lunch – 11:30 to 12:30

For PM Snack – 3:00 to 3:30

**IV. Payment Scheme:**

The payment shall be processed upon completion of delivery and acceptance by the PRC National Capital Region.

Payment shall be made within 1-15 calendar days upon the receipt of the Statement of Account/ Billing Statement. The payment shall be on a bank-to-bank transfer basis and shall be made upon receipt of the Statement of Account/Billing Statement. 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.

**V. Terms and Conditions:**

1. The price quotation of the bidder shall be inclusive of all applicable taxes and service charges.
2. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed.
3. The winning bidder shall submit the proposed menu as part of its proposal or bid.
4. The winning bidder shall be subjected to hosting the food tasting.
5. A change of schedule is allowed in the event of a fortuitous or foreseen event beyond the control of the procuring entity.
6. The procuring entity may procure an additional set of meals as the needed arises at the same amount of the original contract price.

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION–NATIONAL CAPITAL REGION/RFQ NO. 2025-06**

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

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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:

NO.	PROJECT NAME	APPROVED BUDGET FOR THE CONTRACT (ABC)	BID PRICE
1.	PROCUREMENT OF MEALS FOR THE TWO-DAY ROOT CAUSE ANALYSIS AND CORRECTIVE ACTION WORKSHOP FOR THE EMPLOYEES OF PROFESSIONAL REGULATION COMMISSION - NATIONAL CAPITAL REGION RFQ NO. 2025-06	Seventy-One Thousand Three Hundred Thirty Pesos (Php71,330.00)	

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

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

\*The Bid/Quoted Price shall not exceed the Approved Budget for The Contract (ABC) Inclusive of Vat.

\_\_\_\_\_  
Bidder/Bidder's Authorized Representative  
Signature over printed name

In the capacity of:

Duly Authorized to Sign Bid for and on behalf of:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email Add: \_\_\_\_\_