




Republic of the Philippines  
Professional Regulation Commission  
National Capital Region



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Member

**PROVISIONAL MEMBERS:**

  
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Provisional Member, Non-IT Projects

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

**RBAC SECRETARIAT:**

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Member

**MERLY M. GABIN**  
Member

**SHELA S. ROQUE**  
Member

**ANAMYLIN V. AUSTRIA**  
Member

**CARMi M. DELA CRUZ**  
Member

**JOEL P. IGNACIO**  
Member

**REQUEST FOR QUOTATION**  
**Negotiated Procurement – Small Value Procurement**  
**RFQ No. 2025-08**

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: **PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION/RFQ NO. 2025-08.**

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: **PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION/RFQ NO. 2025-08** 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>	PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION RFQ NO. 2025-08
<b>Total Approved Budget for the Contract:</b>	Seven Hundred Thirty-One Thousand Sixty-Six Pesos and Sixty-Six Centavos (Php731,066.66)
<b>Specification:</b>	See attached Annexes “A” and “B” for the Terms of Reference and Schedule of Delivery, and Financial Bid.
<b>Delivery Date:</b>	May 2, 2025

**Schedule of Activity:**

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	30 April 2025 (Wednesday)/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 30 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	30 April 2025 (Wednesday)/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 30 April 2025, at 10:00 o'clock in the morning.




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Member

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,

  
**AUDREY ANA M. AMPARO**  
RBAC Chairperson



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**ANNEX "A"**

**TERMS OF REFERENCE (TOR)**

**PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION  
RFQ NO. 2025-08**

(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.

Provision of Transportation Service for the Scheduled Inspection and Monitoring of the Various Professional Regulatory Board in the PRC National Capital Region/RFQ No. 2025-08, a with Approved for the Contract Price of Seven Hundred Thirty-One Thousand Sixty-Six Pesos and Sixty-Six Centavos (Php731,066.66).

**II. Specification:**

ITEMS	QTY/UNIT	SPECIFICATIONS
Provision of Transportation Service for the Scheduled Inspection and Monitoring of the Various Professional Regulatory Board in the PRC National Capital Region/RFQ No. 2025-08	122	a) The service vehicle for each schedule inspection and monitoring should preferably be a passenger van to transport the members of the Professional Regulatory Board and PRC Representative to and from the scheduled physical/blended inspection of Higher Educational Institutions (HEIs) or Establishments; b) The service vehicle must be able to accommodate three (3) to seven (7) members of the inspection and monitoring team; c) The designated starting point of the inspection and monitoring is at Professional Regulations Commission (PRC), P. Paredes Street, Sampaloc, Manila, serving as the official pick-up location and/or drop off; but this is without prejudice to any change in the official address of PRC-NCR. Additional pick-up points can be arranged based on the preference of the esteemed Professional Regulatory Board; d) The service vehicle for each schedule inspection and monitoring must consistently be in good running condition to avoid repairs and maintenance during transportation so as not to compromise and disrupt the expected inspection scheduled; and e) The transportation services must include a driver with Professional Driver's License and fuel expenses.




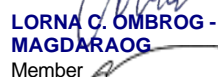


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**III. Schedule of Inspection and Monitoring**

The schedule of delivery will be based on the approved travel order for the scheduled physical/blended inspection. Please see attached (ANNEX A).

**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 PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED  
INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL  
REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION /RFQ NO.  
2025-08**

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



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ANNEX "B"

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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.	PROVISION OF TRANSPORTATION SERVICE FOR THE SCHEDULED INSPECTION AND MONITORING OF THE VARIOUS PROFESSIONAL REGULATORY BOARD IN THE PRC NATIONAL CAPITAL REGION /RFQ NO. 2025-08	Seven Hundred Thirty-One Thousand Sixty-Six Pesos and Sixty-Six Centavos (Php731,066.66).	

\*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: \_\_\_\_\_