



Republic of the Philippines
Professional Regulation Commission
Regional Office IV-B
Regional Bids and Awards Committee

4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City
Telephone No.: (02)8733-1045
E-add: bac.4b@prc.gov.ph

REGULAR MEMBERS:


MAYROSE D. QUEZON
Chairperson


RONILO A. DELA CERNA
Vice-Chairperson


MELQUIADES C. ANCHETA
Member


RONALDO M. CORALES
Member

PROVISIONAL MEMBERS:


EDUARDO S. AZAGRA
Provisional Member

MARK ANTHONY R. RIVERA
Provisional Member

SECRETARIAT:

LIEZEL F. CASTILLO
Secretary

YVETTE A. MOCYAT
Member

ARVIN R. LUNAR
Member

ELIEZER C. LEYCO
Member

JOHN MARVIN P. MAGSALIN
Member

REQUEST FOR QUOTATION
(RFQ) No. 2025-10

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

PhilGEPS Registration Number (Required):

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE (RO) IV-B**, with address at 4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon 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 Implementing Rules and Regulations (IRR) of Republic Act No. 9184 for the project:

PROCUREMENT OF HP TONER 107A BLACK

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, or via email at bac.4b@prc.gov.ph, using the "PRC Official Forms" provided herein, duly signed by the owner or his duly authorized representative **not later than 23 May 2025 at 9:00 AM**. Evaluation of quotation/proposal will be on **23 May 2025 at 10:00 AM** at the PRC Regional Office IV-B, 4th Floor Sunnymede IT Center, 1614 Quezon Ave., South Triangle, Quezon City. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the RBAC email address.

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. Valid PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Duly notarized Omnibus Sworn Statement
(for ABCs above P50,000.00)
5. Duly notarized Secretary's Certificate with a copy of valid government issued ID of the **Corporate Secretary** (for partnership, corporation, cooperative, or joint venture) / Special Power of Attorney as representative (if sole proprietorship).



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- ❖ *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.

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

For inquiries you may send an e-mail to RBAC Secretariat at bac.4b@prc.gov.ph or call at Tel. No. (02)8733-1045.

Thank you.

Very truly yours,


MAYROSE L. QUEZON
RBAC Chairperson



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ANNEX "A"

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❖ **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. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. **Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.**
7. Award of Contract shall be made to the lowest quotation which 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/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.

❖ **TERMS OF REFERENCE**

Name of Project:	PROCUREMENT OF HP TONER 107A BLACK
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) in the amount of Ninety-Five Thousand Two Hundred Fifty Pesos (Php95,250.00) inclusive of all applicable bank and government charges.
Additional Requirements	Bidders shall submit during the opening of bids the Original/ Certified True Copy of the following documents: <ol style="list-style-type: none">1. Manufacturers Certificate as to the authenticity of the product2. Certificate as Authorized Reseller/ Distributor

TECHNICAL SPECIFICATIONS

HP TONER 107A	
Quantity	30 pieces
Quality	Original/Genuine
Color	Black



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SCHEDULE OF REQUIREMENTS

#	Requirements	Delivery Schedule/Timeline
1.	Upon delivery, the winning bidder shall present 1 toner cartridge for testing of its authenticity. Presented/ tested toner shall be included in the number of delivery as stated in the contract.	During the contract implementation
2.	Should the item be found defective, not compatible, or not authentic /genuine, the bidder shall replace the item immediately within three (3) calendar days from receipt of request for replacement.	

DELIVERY SCHEDULE

Place of Delivery	PROFESSIONAL REGULATION COMMISSION – REGIONAL OFFICE IV-B Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City
Delivery Period	Within forty-five (45) calendar days upon receipt of the Contract Agreement . If the delivery date falls on a weekend or a holiday, delivery must be on the next working day without penalty. The supplier shall ensure security in the delivery of the Toners to the premises of the PRC RO IV-B.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF
HP TONER 107A BLACK**

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:

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

ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	BID PRICE QUOTATION (In Figure and Words)	
			Unit Cost	Total
HP TONER 107A BLACK	30 pcs	Php95,250.00		

*** THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT, ALL TAXES, AND BANK CHARGES.**

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: