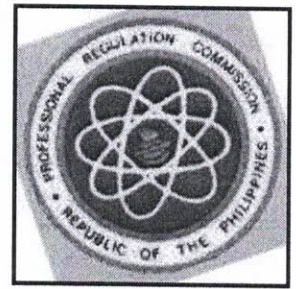


## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City  
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05  
Cellphone No.: 09542592570  
E-add: ro4a.bac@prc.gov.ph



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Vice-Chairperson

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CHRISTOPHER M. TORRES  
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RAYMUNDO D. ALVINEZ  
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA  
Secretary

JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

### REQUEST FOR QUOTATION

#### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES

(RFQ) No. 2025-019

(Negotiated Procurement – Small Value Procurement)

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Contact Details: \_\_\_\_\_

Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IV-A 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 SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES** with total approved budget for the contract of **Six Hundred Seventy-Nine Thousand Eight Hundred Twenty-Nine Pesos and 16/100 (Php 679,829.16).**

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

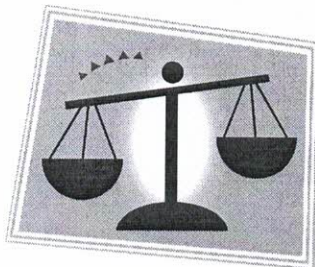
For inquiries, you may call the RBAC Secretariat at Telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at [ro4a.bac@prc.gov.ph](mailto:ro4a.bac@prc.gov.ph).

Thank you.

Very truly yours,

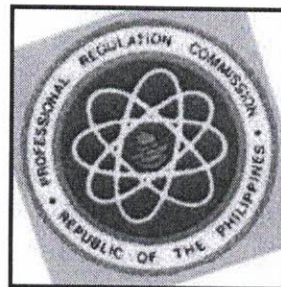
  
**RINA R. DADOR**  
RBAC Vice-Chairperson





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### REQUEST FOR QUOTATION

#### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES

(RFQ) No. 2025-019

(Negotiated Procurement – Small Value Procurement)

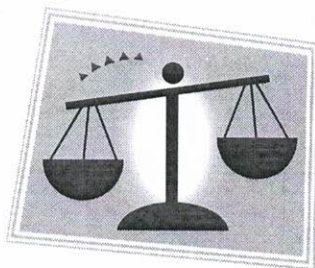
The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IV-A**, with office address at 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES**, 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 FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES (RFQ) No. 2025-019</b>
<b>Approved Budget for the Contract:</b>	<p>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 inclusive of all applicable bank and government charges for <b>PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES</b></p> <p><b>LOT 1 – with total approved budget for the contract of Six Hundred Seventy-Nine Thousand Eight Hundred Twenty-Nine Pesos and 16/100 (Php 679,829.16)</b></p>
<b>Location:</b>	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
<b>Specification:</b>	See attached <b>Annex “A”</b> for the Term of Reference and Schedule of Delivery, and <b>Annex “B”</b> for Financial Bid.
<b>Delivery Date:</b>	<b>30 working days upon receipt of purchase order</b>

#### Schedule of Activity:

Activity	Date and Time	Remarks
Deadline for submission of Bids	29 April 2025 12:00 PM	<ul style="list-style-type: none"><li>Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.</li><li><b>Bids submitted via e-mail shall be password encrypted.</b></li><li>Late bids shall not be accepted.</li></ul>
Opening and Evaluation of Bids	29 April 2025 1:30 PM	
Post-Qualification	30 April 2025 10:00 AM	





## Bids and Awards Committee

Republic of the Philippines

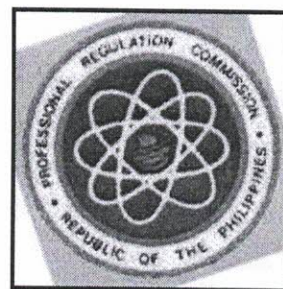
Professional Regulation Commission

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Member

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Member

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/her duly authorized representative using the "PRC Official Forms" provided herein.

### ❖ 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 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. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered items shall be subjected to inspection and approval of the End-user/s before the award of contract/purchase order.
7. Award of contract / Purchase order 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 upon receipt of Statement of Account/Billing Statement and upon submission of an Updated Tax Clearance.**

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

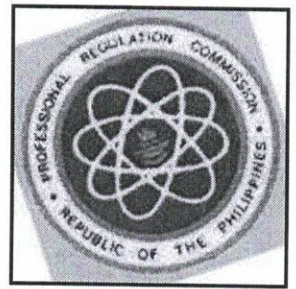
1. *Valid Mayor's / Business Permit*  
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, as such as Official Receipt of Payment)
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement* - for projects with ABC above Fifty Thousand Pesos (₱50,000.00)
5. *Duly notarized Secretary's Certificate* (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).

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



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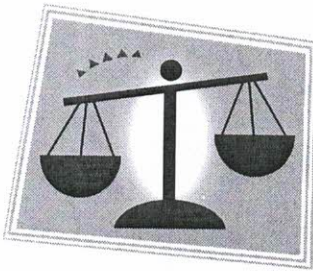
PRC reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone Nos. (042) 373-7316 / (042) 373-7305, Cellphone No. 09542592570 or email at ro4a.bac@prc.gov.ph.

Very truly yours,

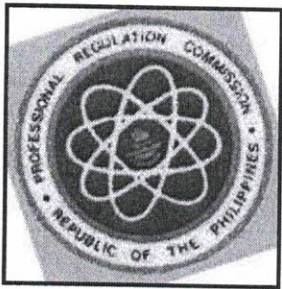
  
**RINA R. DADOR**  
RBAC Vice-Chairperson





# Bids and Awards Committee

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## ANNEX "A"

### TECHNICAL SPECIFICATION

#### PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES

(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) provided per LOT ITEM, inclusive of all applicable bank and government charges.

##### II. Specification

LOT No.	Qty	Units of Measure	Item & Description	Approved Budget
1	4	cart	TONER CART, BROTHER TN-269XLBK ( for Brother MFC L8340 CDW) GENUINE	P 679,829.16
	2	cart	TONER CART, BROTHER TN-269XLY ( for Brother MFC L8340 CDW) GENUINE	
	2	cart	TONER CART, BROTHER TN-269XLC ( for Brother MFC L8340 CDW) GENUINE	
	2	cart	TONER CART, BROTHER TN-269XLM ( for Brother MFC L8340 CDW) GENUINE	
	8	cart	DRUM CART, BROTHER DR-269CL (4P) ( for Brother MFC L8340 CDW) GENUINE	
	4	cart	DRUM CARTRIDGE / DR-2560 (for Brother HL-L2640DW printer) GENUINE	
	8	cart	TONER CARTRIDGE / TN-2560XL (for Brother HL-L2640DW printer) GENUINE	
	30	cart	TONER CARTRIDGE TN-2380 (for BROTHER DCP-L2540DW)	
	2	cart	TONER CART, BROTHER TN-456Bk ( for Brother HL-8360DW) GENUINE	
	2	cart	DRUM CART, BROTHER DR-3455, Black ( for Brother HL-L6400DW)GENUINE	
	8	cart	TONER CART, HP215A W2310A BLACK (PRO MFP M183fw printer) GENUINE	
	2	cart	TONER CART, HP215A W2312A YELLOW (PRO MFP M183fw printer) GENUINE	
	2	cart	TONER CART, HP215A W2311A CYAN (PRO MFP M183fw printer) GENUINE	
	2	cart	TONER CART, HP215A W2313A MAGENTA (PRO MFP M183fw printer) GENUINE	
	30	cart	TONER CART, HP107A (HP Laser MFP 137fnw) GENUINE	
	2	cart	TONER CART, HP26X (HP LaserJet PRO MFP 426m) GENUINE	
	80	pc	BATTERY, dry cell, AAA	

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MARIA LILIBETH L. ESCLANDA  
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CHRISTOPHER M. TORRES  
Member

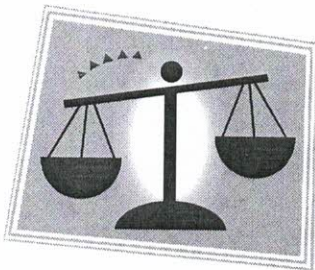
RAYMUND D. ALVINEZ  
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA  
Secretary

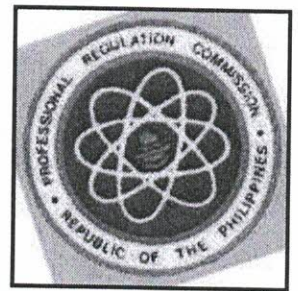
JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member



## Bids and Awards Committee

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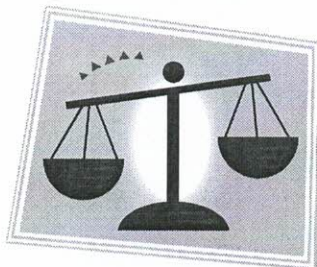
80	pc	BATTERY, dry Cell, size AA
100	piece	CORRUGATED BOX, with cover (L-15", W-12", H-10")
12	box	FASTENER, metal, standard
12	box	FASTENER, plastic, standard
100	piece	FOLDER, tagboard, Legal, 14pts
100	piece	FOLDER, tagboard, Legal, blue color
36	jar	GLUE, all purpose, 240 grams
36	jar	GLUE, all purpose, 1000 grams
5	pack	LAMINATING FILM, Legal Size, 250 micron, 30 sheets per pack
3	pack	Looseleaf Folder, 50's
50	pc	MARKER, whiteboard, black
50	pc	MARKER, permanent, broad type, black
50	roll	TAPE, packaging, 48mm, 50 meters length
50	pc	SCOURING PAD with foam
20	box	FACE MASKS, surgical, disposable
30	can	FURNITURE CLEANER, aerosol, 300mL/can
25	pc	FLUORESCENT LAMP, tubular, 36watts
12	pc	LED BULB, 14 watts, 1 piece in individual box
12	bottle	MURIATIC ACID, 1000ml

### III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC RO IV-A.

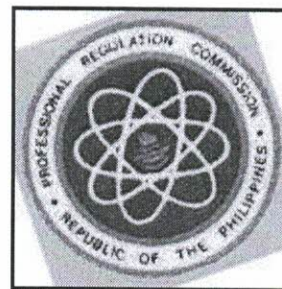
Payment shall be made **within 1- 15 calendar days upon the receipt of the Statement of Account/ Billing Statement and upon submission of Updated Tax Clearance.** The payment shall be on a bank-to-bank transfer basis. All bank and other charges





## Bids and Awards Committee


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Secretary

JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

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.

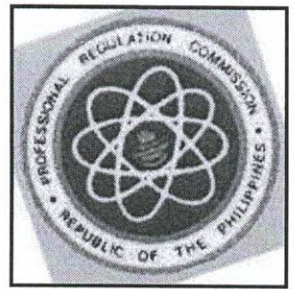
### ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS ICT AND OFFICE SUPPLIES

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF BIDDER/BIDDER'S  
AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED  
NAME OF COMPANY



## Bids and Awards Committee

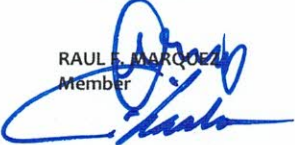
Republic of the Philippines  
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### ANNEX "B"

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Vice-Chairperson

  
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Member

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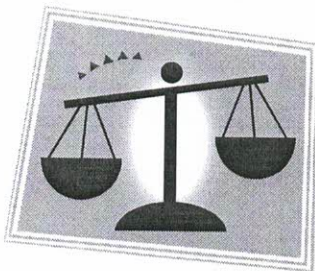
CRISTINA LU E. RANILLO  
Member

### 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:

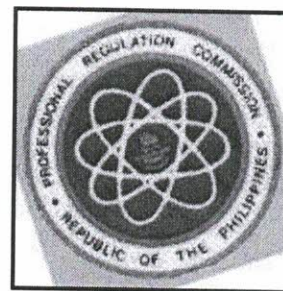
LO T No.	Qty	Units of Measure	Item & Description	Bid Amount per unit	BID QUOTATION
	4	cart	TONER CART, BROTHER TN-269XLBK ( for Brother MFC L8340 CDW) GENUINE		In Figure: _____ _____
	2	cart	TONER CART, BROTHER TN-269XLY ( for Brother MFC L8340 CDW) GENUINE		In Words: _____ _____ _____
	2	cart	TONER CART, BROTHER TN-269XLC ( for Brother MFC L8340 CDW) GENUINE		_____ _____ _____
	2	cart	TONER CART, BROTHER TN-269XLM ( for Brother MFC L8340 CDW) GENUINE		_____ _____ _____
	8	cart	DRUM CART, BROTHER DR-269CL (4P) ( for Brother MFC L8340 CDW) GENUINE		
	4	cart	DRUM CARTRIDGE / DR-2560 (for Brother HL-L2640DW printer) GENUINE		
	8	cart	TONER CARTRIDGE / TN-2560XL (for Brother HL-L2640DW printer) GENUINE		
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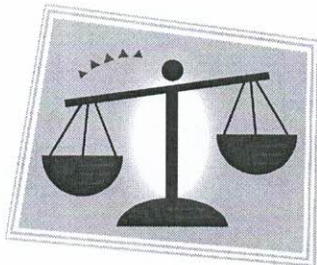
SECRETARIAT:

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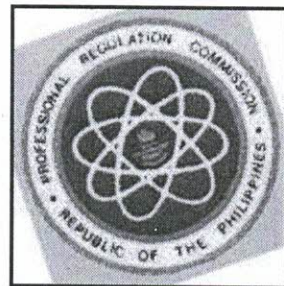
CRISTINA LU E. RANILLO  
Member

2	cart	TONER CART, HP26X (HP LaserJet PRO MFP 426m) GENUINE	
80	pc	BATTERY, dry cell, AAA	
80	pc	BATTERY, dry Cell, size AA	
100	piece	CORRUGATED BOX, with cover (L-15", W-12", H-10")	
12	box	FASTENER, metal, standard	
12	box	FASTENER, plastic, standard	
100	piece	FOLDER, tagboard, Legal, 14pts	
100	piece	FOLDER, tagboard, Legal, blue color	
36	jar	GLUE, all purpose, 240 grams	
36	jar	GLUE, all purpose, 1000 grams	
5	pack	LAMINATING FILM, Legal Size, 250 micron, 30 sheets per pack	
3	pack	Looseleaf Folder, 50's	
50	pc	MARKER, whiteboard, black	
50	pc	MARKER, permanent, broad type, black	
50	roll	TAPE, packaging, 48mm, 50 meters length	
50	pc	SCOURING PAD with foam	
20	box	FACE MASKS, surgical, disposable	
30	can	FURNITURE CLEANER, aerosol, 300mL/can	
25	pc	FLUORESCENT LAMP, tubular, 36watts	
12	pc	LED BULB, 14 watts, 1 piece in individual box	
12	bottle	MURIATIC ACID, 1000ml	



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City  
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05  
Cellphone No.: 09542592570  
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VACANT  
Chairperson

  
RINA R. DADOR  
Vice-Chairperson

  
RAUL T. MARQUEZ  
Member

JOANNE I. BARLAN  
Member

  
MICHAEL RYAN U. GONZALES  
Member

  
MARIA LILIBETH L. ESCLANDA  
Member

  
CHRISTOPHER M. TORRES  
Member

  
RAYMUND D. ALVINEZ  
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA  
Secretary

JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

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

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

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

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

\_\_\_\_\_  
**Bidder/ Bidder's authorized representative  
signature over printed name**

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

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

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