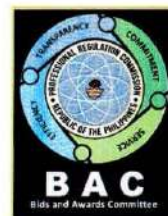




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Bids and Awards Committee
Central Office

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Tel. Fax: 5-310-0037
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REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-53

Date: _____
Contact Person: _____
Name of Company: _____
Contact Details: _____
PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF VARIOUS OFFICE MACHINERIES (6 LOTS) – RFQ No. 2025-53** under **Section 53.9 - Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:

PROCUREMENT OF VARIOUS OFFICE MACHINERIES (6 LOTS)
RFQ No. 2025-53

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No.(02) 5-310-0037, or via email at bac@prc.gov.ph using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 10 July 2025, at 9:00 AM**. Evaluation of quotation/proposal will be on **10 July 2025, at 10:30 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

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 Local Government Unit (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.

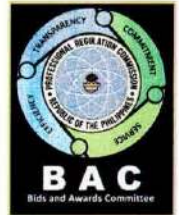
2. PhilGEPS Registration Number

3. Latest Income/Business Tax Return (for ABCs above P500,000.00);



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4. Notarized Omnibus Sworn Statement (*for ABCs above P50,000.00*);

5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

- Government-issued ID of the Secretary (for partnership, corporation, cooperative, or joint venture) or the Representative (for sole proprietorship) shall be attached.
- For individuals, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, a 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" and "B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

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 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. Award of Contract shall be made to the lowest quotation that 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.
8. Payment shall be made within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement and upon completion of all documents required for the payment.
9. Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

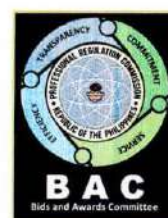
TERMS OF REFERENCE

| | | |
|---|--|---|
| Name of the Project: | PROCUREMENT OF VARIOUS OFFICE MACHINERIES (6 LOTS) RFQ No. 2025-53 | |
| Approved Budget for the Contract (ABC): | The supplier shall bid for the item described in the Terms of Reference, which shall not exceed the ABC inclusive of all applicable bank and government charges: | |
| | Lot 1: Microwave Oven (13 units) | One Hundred Nineteen Thousand Ninety-Three Pesos (Php119,093.00) |
| | Lot 2: Refrigerator – at least 8 cu. ft. (5 units) | Ninety Thousand Four Hundred Ninety Pesos (Php90,490.00) |
| | Lot 3: Refrigerator – at least 6 cu. ft. (1) unit | Twelve Thousand Four Hundred Sixty-Four Pesos and Thirty-Three Centavos (Php12,464.33) |



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| | | |
|--|---|---|
| | Lot 4: Shredding Machine – Midrange (9 units) | Two Hundred Forty-Two Thousand Nine Hundred Fifty-Five Pesos (Php242,955.00) |
| | Lot 5: Shredding Machine – Basic Type (1 unit) | Thirteen Thousand Five Hundred Sixteen Pesos and Sixty-Six Centavos (Php13,516.66) |
| | Lot 6: Television (3 units) | One Hundred Thirteen Thousand Six Hundred Ninety Pesos and One Centavo (Php113,690.01) |

TECHNICAL SPECIFICATIONS

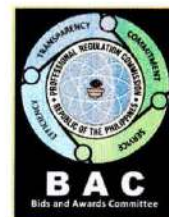
| LOT 1: MICROWAVE OVEN | |
|--|--|
| QTY | Specifications and Schedule of Requirements |
| 13 units (DMSD, CASH, GSD, PD, COMMSEC, ACCTG, BAC) | SPECIFICATIONS: 1. 30L Capacity 2. Touch Screen Controls 3. Auto Cook Function 4. With grill and steam function 5. 900 (+/-10) watts Cooking Power 6. Electronic Mirror Door 7. Heavy Duty 8. Black 9. With 1 Year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |

| LOT 2: REFRIGERATOR – 8cu.ft. | |
|--|--|
| QTY | Specifications and Schedule of Requirements |
| 3 units (DMSD, PD, COMMSEC) | SPECIFICATIONS: 1. At least 8.0 Cu. Ft. 2. Inverter 3. No Frost Technology 4. Cooling Zone 5. Led Lighting 6. Two-Door 7. Black 8. With 1 Year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |



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Member

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| LOT 3: REFRIGERATOR - 6cu.ft. | |
|--|---|
| QTY | Specifications and Schedule of Requirements |
| 1 unit (HRDD) | SPECIFICATIONS: 1. At least 6.0 Cu. Ft. 2. Inverter 3. Black 4. With 1 Year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |

| LOT 4: SREDDING MACHINE – MID RANGE | |
|--|--|
| QTY | Specifications and Schedule of Requirements |
| 9 units (DMSD, BMD, PRD) | SPECIFICATIONS: 1. 200 Sheet cross-cut automatic Paper Shredder 2. Shreds up to 200 sheets by auto feed (at least A4 Size) 3. At least 32 Liters removable bin 4. With caster wheels 5. Soft Touch control panel 6. With overload, overheat and standby indicator 7. With LED indicator 8. Auto Start and Auto Stop Function 9. At least 34x46x57 (LWH) size 10. With 1 Year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |

| LOT 5: SREDDING MACHINE – BASIC TYPE | |
|--|--|
| QTY | Specifications and Schedule of Requirements |
| 1 unit (ACCTG) | SPECIFICATIONS: 1. At least 10 Sheet cross-cut automatic Paper Shredder 2. At least 22 Liters removable bin 3. Pull-out bin design 4. With LED indicator 5. Auto Start and Auto Stop Function 6. With 1 Year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |

| LOT 6: TELEVISION | |
|--|--|
| QTY | Specifications and Schedule of Requirements |
| 3 units (RAT, BAC) | SPECIFICATIONS: 1. 65 Inches, UHD 2. 4k Resolution 3. Google TV 4. With 1 year Warranty |
| Delivery Period: Within thirty (30) calendar days from receipt of signed Contract | |



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**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF VARIOUS OFFICE
MACHINERIES (6 LOTS)**

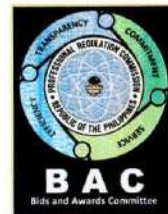
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____
NAME OF THE COMPANY: _____



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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 best offer/quotation for the item/s as follows:

PROCUREMENT OF VARIOUS OFFICE MACHINERIES (6 LOTS)

RFQ No. 2025-53

(Bidders may bid for any of or all lots)

LOT 1: MICROWAVE OVEN

ABC: Php119,093.00

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 13 units | | |

LOT 2: REFRIGERATOR - 8cu.ft

ABC: Php90,490.00

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 5 units | | |

LOT 3: REFRIGERATOR - 6cu.ft

ABC: Php12,464.33

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 1 unit | | |

LOT 4: SREDDING MACHINE – MID RANGE

ABC: Php242,955.00

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 9 units | | |



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Member

LOT 5: SREDDING MACHINE – BASIC TYPE
ABC: Php13,516.66

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 1 unit | | |

LOT 6: TELEVISION
ABC: Php113,690.01

| Quantity | Bid Price per Piece | Total Bid Price (in figures and in words) |
|----------|------------------------|--|
| 3 units | | |

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

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: