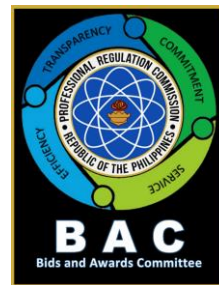




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Email: bac@prc.gov.ph



REGULAR MEMBERS:

ERWIN M. ENAD
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

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Vice-Chairperson

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Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

REGIE O. TORRES
Provisional Member, IT Projects

SECRETARIAT:

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Secretary

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Member

LIEZEL F. BURAGA
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CHRISTOPHER A. MAYO
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NAKINGNGAK A. BANGLOY
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ALYZA JOICE A. BAGADIONG
Member

VICTOR P. PANCHO
Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
RFQ No. 2023 - 18

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project:

**PROCUREMENT OF CUSTOMIZED PRC ANNIVERSARY
POLO SHIRT**

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 22 May 2023, at 9:00 AM**. Evaluation of quotation/proposal will be on **22 May 2023, 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.

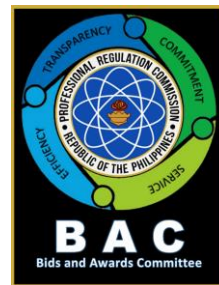
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit
(In exceptional cases where the 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)
4. Omnibus Sworn Statement
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)
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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Member

WIL CHARLOTTE G. OLARTE
Member

- ❖ *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 call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

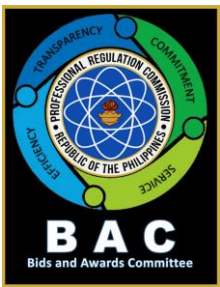
Thank you.

Very truly yours,

For: 
ERWIN M. ENAD
Commissioner
BAC Chairman



Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office
P. Paredes St., Sampaloc, Metro Manila
Email: bac@prc.gov.ph



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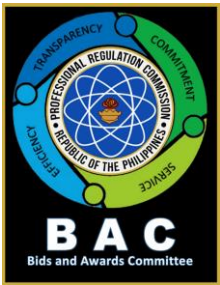
❖ TERMS AND CONDITIONS:

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 CUSTOMIZED PRC ANNIVERSARY POLO SHIRT
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 Three Hundred Forty-Nine Thousand Five Hundred Eighty-Seven Pesos (Php349,587.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila

ANNEX “A”



REGULAR MEMBERS:

ERWIN M. ENAD
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

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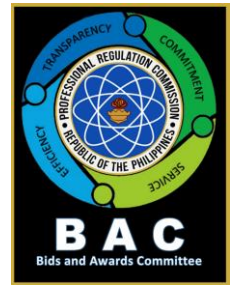
PROCUREMENT OF CUSTOMIZED PRC ANNIVERSARY POLO SHIRT																									
QTY	Technical Specifications and Schedule of Requirement																								
651 pcs.	Type of Printing: Full Sublimation Specification: <ul style="list-style-type: none">Collar, placket and cuff, 100% cotton grayBody, logo and print, polyester fabricFont style: brush script MT (See Attached)																								
	<ul style="list-style-type: none">Size: Unisex (XS,S,M,L,XL,2XL,3XL) <table><thead><tr><th>SIZE</th><th>WIDTH</th><th>LENGTH</th></tr></thead><tbody><tr><td>XS</td><td>18</td><td>26</td></tr><tr><td>S</td><td>19</td><td>27</td></tr><tr><td>M</td><td>20</td><td>28</td></tr><tr><td>L</td><td>21</td><td>29</td></tr><tr><td>XL</td><td>22</td><td>30</td></tr><tr><td>2XL</td><td>23</td><td>31</td></tr><tr><td>3XL</td><td>24</td><td>32</td></tr></tbody></table>		SIZE	WIDTH	LENGTH	XS	18	26	S	19	27	M	20	28	L	21	29	XL	22	30	2XL	23	31	3XL	24
SIZE	WIDTH	LENGTH																							
XS	18	26																							
S	19	27																							
M	20	28																							
L	21	29																							
XL	22	30																							
2XL	23	31																							
3XL	24	32																							
DELIVERY PERIOD: Within twenty (20) calendar days upon receipt of the approved sample.																									

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF
CUSTOMIZED PRC ANNIVERSARY POLO SHIRT**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

NAME OF COMPANY: _____



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Vice-Chairperson

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Member

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Member

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 quotation/s for the item/s as follows:

**PROCUREMENT OF CUSTOMIZED PRC ANNIVERSARY
POLO SHIRT**

Total Bid Price for the Project:

Type	Quantity	Bid Per Piece	Total Bid Cost
Customized PRC Anniversary Polo Shirt	651 Pieces		

In Figures: _____

In Words: _____

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

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No:

APPROVED ANNIVERSARY POLO SHIRT

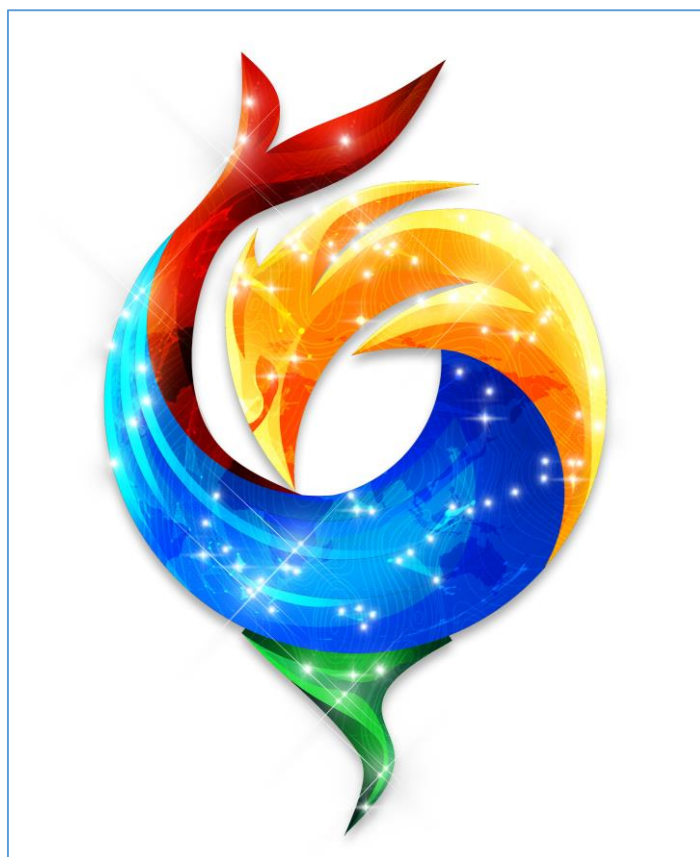


Collar, Placket and Cuff
100% Cotton, Gray

Body, Logo and Print
Full sublimation,
Polyester fabric

Font Style
Brush Script MT





9cm (H)

6cm (W)

PRC@50

2cm (H)

50th Founding Anniversary

7cm (H)

*PRC@50: Celebrating Milestone of Professional Excellence
and Global Recognition. Bold at Gold!*

3.5cm (H)



5.5cm (H)

5.5cm (W)