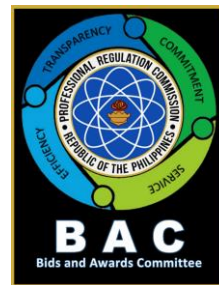




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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




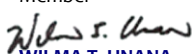
REGULAR MEMBERS:


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Chairman


MARIA LIZA M. HERNANDEZ
Vice-Chairperson


GISELLE G. DURANA
Member


HENRIETTA P. NARVAEZ
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Member

ALTERNATE MEMBERS:



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Vice-Chairperson


OMAIMAH E. GANDAMRA
Member


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Member

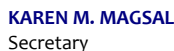

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:


CRISANTO L. DECENA
Provisional Member, Non-IT Projects


REGIE O. TORRES
Provisional Member, IT Projects

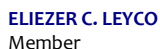
SECRETARIAT:


KAREN M. MAGSALIN
Secretary


MARGIERY D. DULIN
Member


LIEZEL F. BURAGA
Member


CHRISTOPHER A. MAYO
Member


ELIEZER C. LEYCO
Member


NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION
RFQ No. 2023 - 10

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 PRC LOGO STATIONERY

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 19 May 2023, at 8:00 AM**. Evaluation of quotation/proposal will be on **19 May 2023, at 9:00 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.

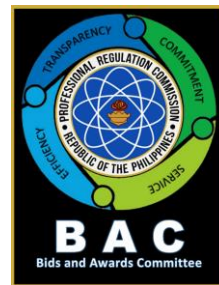
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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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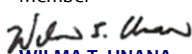
REGULAR MEMBERS:


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

Thank you.

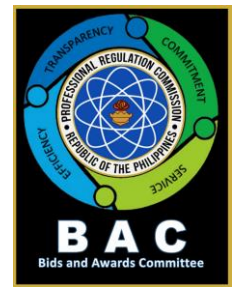
Very truly yours,


ERWIN M. ENAD
Commissioner
BAC Chairman



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ANNEX "A"

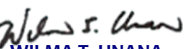
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❖ **TERMS AND CONDITIONS:**

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.

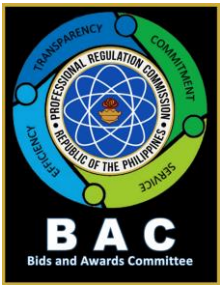
❖ **TERMS OF REFERENCE**

Name of Project :	PROCUREMENT OF PRC LOGO STATIONERY
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 Two Hundred Sixty Thousand One Hundred Seventeen Pesos (Php260,117.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila

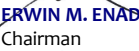



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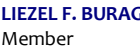

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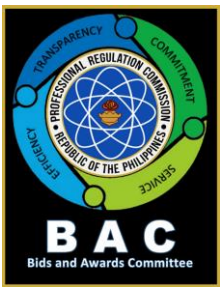
PROCUREMENT OF 2023 PRC CALENDAR		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
PRC Stationery, A4	231 reams	<ul style="list-style-type: none">Paper, multicopy, 80gsmSize: 210mm x 297mm500 sheets per reamThickness: 0.09mm min, with ISO certification logoSize tolerance: (±2mm in either direction)Cut size shall be long machine directionStiffness (gurley), MD, 300µN.m min,Grammage size tolerance: -5% for laser printer, high speed copier, lithographic printing, etc.
PRC Stationery, Legal	233 reams	<ul style="list-style-type: none">Paper, multicopy, 80gsmSize: 216mm x 330mm500 sheets per reamThickness: 0.09mm min, with ISO certification logoSize tolerance: (±2mm in either direction)Cut size shall be long machine directionStiffness (gurley), MD, 300µN.m min,Grammage size tolerance: -5% for laser printer, high speed copier, lithographic printing, etc.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR
PROCUREMENT OF PRC LOGO STATIONERY**


SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____


NAME OF COMPANY: _____

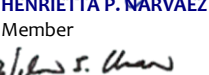


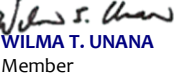
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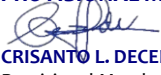
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Member

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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 PRC STATIONERY

Total Bid Price for the Project:

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: