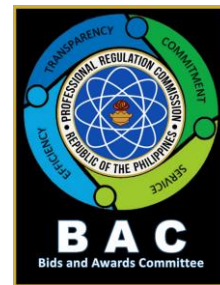




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Email: [bac@prc.gov.ph](mailto: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

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Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
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:**

**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 - 12**

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:

**SUPPLY AND DELIVERY OF FUJI XEROX DOCU CENTRE S2520,  
TONER**

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](mailto: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 9:00 AM**. Evaluation of quotation/proposal will be on **19 May 2023, at 9:30 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.

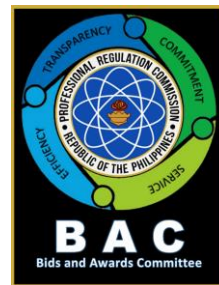
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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

- ❖ *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](mailto:bac@prc.gov.ph).

Thank you.

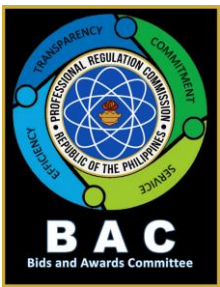
Very truly yours,

  
**ERWIN M. ENAD**  
Commissioner  
BAC Chairman



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
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**ANNEX “A”**

**REGULAR MEMBERS:**

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Chairman

  
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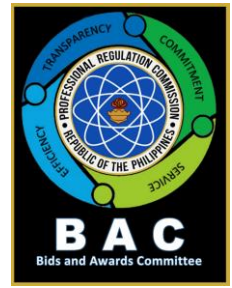
**NOMAN MAUI G. EBORA**  
Member

❖ **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**

<b>Name of Project :</b>	<b>SUPPLY AND DELIVERY OF FUJI XEROX DOCU CENTRE S2520, TONER</b>
<b>Approved Budget for the Contract :</b>	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 <b>Three Hundred One Thousand Three Hundred Twenty Pesos (Php301,320.00)</b> inclusive of all applicable bank and government charges.
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>




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Member

**NOMAN MAUI G. EBORA**  
Member

**SUPPLY AND DELIVERY OF FUJI XEROX DOCU CENTRE S2520, TONER**

QTY	Technical Specifications and Schedule of Requirement
62	<ul style="list-style-type: none"><li>➤ Product must be Brand New and Genuine</li><li>➤ Supplier must provide Manufacturer's Certificate as to product's authenticity</li><li>➤ Supplier must provide Certificate as Authorized Reseller/Distributor</li></ul>

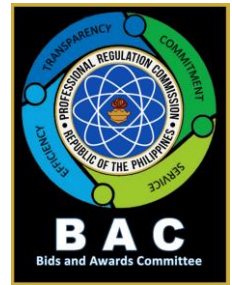
**DELIVERY PERIOD:** Twenty (20) calendar days upon receipt of contract.

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR SUPPLY AND  
DELIVERY OF FUJI XEROX DOCU CENTRE S2520, TONER**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE


**DESIGNATION:** \_\_\_\_\_

**NAME OF COMPANY:** \_\_\_\_\_




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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:

**SUPPLY AND DELIVERY OF FUJI XEROX DOCU CENTRE  
S2520, TONER**

**Total Bid Price for the Project:**

Type	Quantity	Bid Per Piece	Total Bid Cost
Fuji Xerox Docu Centre S2520, Toner	62 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:**