



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

P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: bac@prc.gov.ph



**REGULAR MEMBERS:**

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Chairman

  
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Vice-Chairman

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WIL CHARLOTTE G. OLARTE  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2024-50 & 51**

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 St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **RFQ No. 2024-50 and 51** 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:**

**RFQ No. 2024-50: PROCUREMENT OF REFRIGERATOR**  
**RFQ No. 2024-51: PROCUREMENT OF MICROWAVE OVEN**

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 13 November 2024, at 1:00 PM**. Evaluation of quotation/proposal will be on **13 November 2024, at 1:30 PM** 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. Notarized Omnibus Sworn Statement (for ABCs above P50,000.00);**



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

The ID of the Secretary or the Representative shall be attached.

- For individual, 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, 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](mailto: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 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 properly signed by the owner or his/her authorized representative.
9. Payment shall be made 30 days upon issuance of Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.

**TERMS OF REFERENCE**

<b>Name of Project:</b>	<b>RFQ No. 2024-50:</b> <b>PROCUREMENT OF REFRIGERATOR</b>  <b>RFQ No. 2024-51:</b> <b>PROCUREMENT OF MICROWAVE OVEN</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) inclusive of all applicable bank and government charges for the following amount:  <u>RFQ No. 2024-50: PROCUREMENT OF REFRIGERATOR</u> <ol style="list-style-type: none"><li>1. <u>7 cubic feet (6 units):</u> <b>Twenty Thousand Pesos (Php20,000.00) per unit or a total of One Hundred Twenty Thousand Pesos (Php120,000.00)</b></li><li>2. <u>3.5 cubic feet (2 units):</u> <b>Nine Thousand Nine Hundred Ninety-Seven Pesos (Php9,997.00) per unit or a total of Nineteen Thousand Nine Hundred Ninety-Four Pesos (Php19,994.00)</b></li></ol> <u>RFQ No. 2024-51: PROCUREMENT OF MICROWAVE OVEN</u> <ol style="list-style-type: none"><li>1. <u>7 units:</u> <b>Ten Thousand Pesos (Php10,000.00) per unit or a total of Seventy Thousand Pesos (Php70,000.00)</b></li></ol>
<b>Location :</b>	<b>Professional Regulation Commission</b> <b>P. Paredes St., Sampaloc, Manila</b>



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**TECHNICAL SPECIFICATIONS**

PROCUREMENT OF REFRIGERATOR		
ITEM	QTY	Technical Specifications and Schedule of Requirements
RFQ No. 2024-50 PROCUREMENT OF REFRIGERATOR	6 units (TDD, ICT, RATING & LICENSURE)	<b>1) SPECIFICATIONS:</b> <ul style="list-style-type: none"><li>7 cubic feet</li><li>Top Mount</li><li>Inverter, No Frost</li><li>Two-Door Refrigerator</li><li>With deodorizer</li><li>At least 55 L of freezer room</li><li>Cooling Zone</li><li>With handle</li><li>Adjustable Glass Shelf</li><li>Led Light</li></ul>
	2 units (SDMD)	<b>2) SPECIFICATIONS:</b> <ul style="list-style-type: none"><li>3.5 cubic feet</li><li>2 Door Direct Cool Ref</li><li>Freezer Capacity: 25L</li><li>Capacity, fresh food: 71L</li><li>Capacity, total shelf area: 5-10kg</li><li>Defrost System: Manual Defrost</li><li>Temperature Control: Mechanical Control Knob</li><li>No. of Fresh Food Shelves: 1</li><li>Crisper Shelf: 1</li><li>No. of Door Shelves-Fresh Food: 2</li><li>Number of Door Shelves-Freezer: 1</li><li>Insulation: Cyclopentane</li></ul>
<b>Delivery Period:</b> Within thirty (30) calendar days from receipt of approved Contract		





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PROCUREMENT OF MICROWAVE OVEN		
ITEM	QTY	Technical Specifications and Schedule of Requirements
RFQ No. 2024-51 PROCUREMENT OF MICROWAVE OVEN	7 units	<b>SPECIFICATIONS:</b> <ul style="list-style-type: none"><li>○ At least 30L capacity</li><li>○ Touch Screen Digital Controls Panel</li><li>○ Auto Cook Function</li><li>○ Stainless Steel</li><li>○ 900 watts Cooking Power</li><li>○ Mirror Door</li><li>○ Heavy Duty</li><li>○ At least 1-year warranty on parts and services</li></ul>
<b>Delivery Period:</b>  Within thirty (30) calendar days from receipt of approved Contract		

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE  
TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE, DESIGNATION  
AND PRINTED 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 quotation/s for the item/s as follows:

*(Bidders may bid for either or both lots)*

**RFQ No. 2024-50**  
**PROCUREMENT OF REFRIGERATOR**

Quantity	Bid Price per Piece	Total Bid Price (in figures and in words)
1) 6 units	1) ₱	1)
2) 2 units	2) ₱	2)

**RFQ No. 2024-51**  
**PROCUREMENT OF MICROWAVE OVEN**

Quantity	Bid Price per Piece	Total Bid Price (in figures and in words)
7 units		

**\*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: