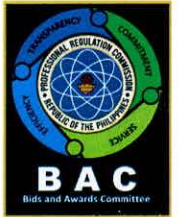




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



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Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-71

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 POLO SHIRTS FOR THE 18TH DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN (RFQ No. 2024-71)** under **Negotiated Procurement — Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of **Republic Act (R.A.) No. 9184**.

NAME OF PROJECT: PROCUREMENT OF POLO SHIRTS FOR THE 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally 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 **DECEMBER 10, 2024 at 09:00 AM**. Evaluation of quotation/proposal will be on **DECEMBER 10, 2024 at 10:00 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) are required to be submitted:

1. Valid Mayor's 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 substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;

3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);

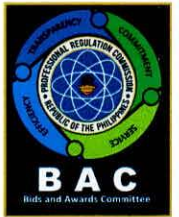
4. Notarized Omnibus Sworn Statement; and

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



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Member

IDs 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.

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. Technical Specification shall be supported by brochures, pamphlets, submitting samples or evidence of such compliance, if applicable.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
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 to 30 days upon receipt of the Statement of Account/ Billing Statement and upon submission of all documents as indicated in the Terms of Reference and other bidding documents, on a bank-to-bank basis.
10. Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.

TERMS OF REFERENCE

Name of Project :	PROCUREMENT OF POLO SHIRTS FOR THE 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN
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 One Hundred Fifty-Nine Thousand Six Hundred Pesos (Php159,600.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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PROCUREMENT OF POLO SHIRTS FOR THE 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
VAW Polo Shirt	383 pcs	Specifications: 1. Polo Shirt 2. Color Type: White 3. Texture Type: Cotton 4. Printing Method: Digital Silkscreen 5. Print Design: Print size must be visually clear and readable
DELIVERY TERM: - Within Ten (10) calendar days upon receipt of the Contract.		

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR
PROCUREMENT OF POLO SHIRTS FOR THE 18-DAY
CAMPAIGN TO END VIOLENCE AGAINST WOMEN**

**SIGNATURE OVER PRINTED NAME OF AUTHORIZED
REPRESENTATIVE**

DESIGNATION: _____

NAME OF 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:

PROCUREMENT OF POLO SHIRTS FOR THE 18-DAY
CAMPAIGN TO END VIOLENCE AGAINST WOMEN

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:

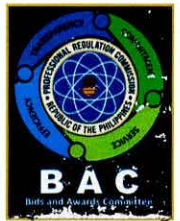
Address:

Contact No:



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PRC GAD

2024 18-day Campaign to End Violence Against Women

SAMPLE DESIGN B



Front Logo (Center)



10 inches (H)

3 inches (H)



Back Logo (Center)



Specifications:

Polo Shirt

Color: White

Texture Type: Knitted Cotton

Printing Method: Heat Transfer /DTG/DTF

Print Design: Print must be visually clear and readable