



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Iloilo Regional Office
2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City
Tel. No.: (033) 329-2730
Fax: (033) 329-2410




LOEL L. MAMON
Chairperson


SHERIEL E. LOFOY
Vice-Chairperson


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JENNIFER M. MOLEÑO
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MARJANE GRACE C. LAYSON
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Secretary


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Member


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Member


JASMABINA KHLOE P. DUMAGUIN
Member

REQUEST FOR QUOTATION (RFQ No. 2025-010)

Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE VI (PRC RO6)**, with office address at 2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract of **ONE HUNDRED TEN THOUSAND PESOS (P110,000.00)**, *inclusive of all taxes, and bank and government charges payable*.

We are furnishing you herewith a copy of the posted Request for Quotation with **Annexes “A, B, C, D and E”**, for your reference.

For inquiries, you may call the BAC Secretariat at Facsimile No. (033) 329-2410 or email at prc6.bac@gmail.com.

Thank you.

Very truly yours,


LOEL L. MAMON
BAC Chairperson



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REQUEST FOR QUOTATION (RFQ No. 2025-005)

Negotiated Procurement – Small Value Procurement

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE VI (PRC RO6)**, with office address at 2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID (RFQ No. 2025-010)
Approved Budget for the Contract:	ONE HUNDRED TEN THOUSAND PESOS (110,000.00), inclusive of all taxes, and bank and government charges payable.
Specification :	See attached Annexes “A, B, C, and D” for the Terms of Reference, Technical Specifications, Applicable Rates, and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal manually, through facsimile or via email, prc6.bac@gmail.com duly signed by the owner or his duly authorized representative **on or before 1:00 o'clock in the afternoon of March 11, 2025** at the Finance and Administrative Division, PRC Regional Office VI, 2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City, the quotation will be evaluated on **March 11, 2025 at 2:00 o'clock in the afternoon** at the PRC Conference Room, PRC Regional Office VI, 2nd Floor Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City.

❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, bank and government charges payable.
4. Quotations exceeding the approved budget for the contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation, more advantageous to PRC, and which complies with the Terms of Reference Technical Specifications, Technical requirements, and other terms and conditions stated herein.



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6. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
7. Payment shall be made within 30 (thirty) days upon receipt of the complete Billing Statement, on a bank-to-bank basis.

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 Certificate or Registration Number

3. Latest Tax Clearance Certificate

4. Latest Income/Business Tax Return

(for ABCs above P500,000.00)

5. Secretary's Certificate / Authorization to sign as representative

6. 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)

- ❖ *For Individuals / Sole Proprietor (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 bidders for any expense 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.

For inquiries, you may call BAC Secretariat at Facsimile No. (033) 329-2410 or email at prc6.bac@gmail.com.

Very truly yours,


LOEL L. MAMON
RBAC Chairman



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ANNEX “A”

TERMS OF REFERENCE

PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC
RO6 FOR CY 2025 – REBID

(Through Negotiated Procurement under Section 53.9 Small Value
Procurement of the 2016 Revised IRR of R.A. 9184)

1. Approved Budget for the Contract:

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **ONE HUNDRED TEN THOUSAND PESOS (P110,000.00)**, inclusive of all taxes, and bank and government charges payable.

2. Specification:

No.	Scope of Work/ Schedule of Requirements	Schedule of Delivery
1	All cargoes, documents and records of PRC Regional Office VI shall be handled with care and picked up by the WINNING BIDDER at the PRC-Iloilo Regional Office, at 2 nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City and its Offsite Service Centers to the Central Office in PRC Manila, Regional Offices, Satellite Offices, as well as to other Government/Private Institutions.	During Contract Implementation
2	Nationwide coverage and with company branch and/or agents to service PRC Regional Office VI, 2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City and its Offsite Service Centers to the Central Office in PRC Manila, Regional Offices, Satellite Offices, as well as to other Government/Private Institutions. List of Regional Offices and Service Centers may be viewed at the PRC Public Portal via this link: https://www.prc.gov.ph/interactive-map	During Contract Implementation
3	Except in case of force majeure, the winning bidder shall give priority to all PRC Cargoes in the shipment of the same and shall make sure that they are delivered on time to the specified Consignee in undamaged condition, on 4:00 p.m. cut-off time with lead time of not more than two (2) days.	During Contract Implementation
4	WINNING BIDDER shall bill PRC in accordance with the rates provided in the contract on a monthly basis attaching therein a List of Statement of Charges and Waybills of WINNING BIDDER for all deliveries made within the month.	During Contract Implementation
5	In excess of the minimum guaranteed weight/volume of, WINNING BIDDER shall bill PRC in accordance with the rates provided in the contract.	During Contract Implementation



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6	PRC shall pay WINNING BIDDER within fifteen (15) days upon receipt of billing with complete documents. WINNING BIDDER shall, upon receipt of payment issue the corresponding official receipt, or at least within 24 hours from receipt of payment.	During Contract Implementation
7	Except in cases of force majeure and fortuitous events, WINNING BIDDER shall be precluded from: 7.1 Bumping-off PRC cargo in favor of other clients; 7.2 Refusing to transport, ship and deliver PRC cargo; 7.3 Exercising stoppage in transit, or when a co-loader or subcontractor fails, for any justifiable reason, to fulfill the terms and conditions of co-loading or subcontracting agreements with WINNING BIDDER; and 7.4 Ceasing transport, shipment and delivery operations involving PRC cargo.	During Contract Implementation
8	WINNING BIDDER shall, upon prior notice, facilitate the entry of PRC representatives into warehouses and cargo loading or unloading areas during reasonable office hours for purposes of inspection.	During Contract Implementation
9	WINNING BIDDER shall deliver cargo only to the Consignee or a duly authorized PRC representative on the address as specified on the top portion of PRC Bill of Lading which should be the same Consignee indicated in WINNING BIDDER waybill. Any delivery made to a person or entity other than the intended Consignee or duly authorized representative shall be deemed a failure of delivery for which the WINNING BIDDER is liable to re-deliver and take the fastest means available, and charge the difference in the shipment of freight cost to itself.	During Contract Implementation
10	The WINNING BIDDER has the right but not the obligation to inspect any shipment, but shall not be authorized to open the shipment.	During Contract Implementation
11	WINNING BIDDER shall exercise extra-ordinary diligence in the handling of shipment. Except in cases of force majeure or fortuitous event, WINNING BIDDER agrees to compensate PRC's claim of damages and losses based on the formal claim letter duly filed with complete documents attached, accepted, processed and determined as the fault of WINNING BIDDER. Such claims must be filed within thirty (30) days from date of damages or from the time the consignee receives the shipment from WINNING BIDDER. Payment of such claim shall, however, be limited to the reasonable and correct value appearing on the Bill of Lading or has been fairly and freely agreed upon by both parties.	During Contract Implementation
12	In cases where the goods of PRC, are already covered by a separate Bill of Lading or Consignment Note ("BL/CN"), the parties agree that such goods shall be governed by the terms and conditions of the BL/CN, it being understood that in case of conflict between such conditions and this agreement, the conditions in the BL/CN shall prevail and the conditions of this Agreement shall only be supplementary in so far as there is no conflict.	During Contract Implementation



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13	The WINNING BIDDER shall not be responsible for any failure to comply with, or for any delay in performance of the terms of the Contract where failure or delay is due to causes beyond WINNING BIDDER reasonable control included, but not limited to, acts of God or the public enemy, war, riot, embargo, fire explosion, sabotage, flood, accident, labor disputes, default of common carrier and any other similar or analogous causes.	During Contract Implementation
14	<p>The liability of WINNING BIDDER for any direct loss, theft, damage, or for any other similar cause to the cargoes shall be governed exclusively by the terms and conditions of WINNING BIDDER waybill, whether or not the waybill is actually issued. However, in the event of loss or theft of the cargo, beyond the control of the WINNING BIDDER shall notify the PRC in accordance with the notice provisions herein stated below, within seven (7) working days from WINNING BIDDER discovery of such loss or theft. Notwithstanding the preceding provisions, WINNING BIDDER shall not be held liable for any unsuccessful deliveries due to the following causes:</p> <p>14.1 Wrong or incomplete address of the Consignee; 14.2 Changes in address of PRC Regional Office with WINNING BIDDER not duly notified; 14.3 Force majeure or other similar causes as stated in paragraph 11; 14.4 Causes other than the force majeure and which cause is beyond the control of WINNING BIDDER; and 14.5 Other causes analogous to the above.</p>	During Contract Implementation
15	The WINNING BIDDER shall provide packaging and crating services for fragile shipments with charge to be included in monthly billing and specifically identified in the List of Statement of Charges.	During Contract Implementation
16	<p>Courier Services shall include the mailing of Official Documents, hauling of Office Supplies, Examination Materials and Office Equipment of PRC-Iloilo. The WINNING BIDDER shall provide the following add-on services, as provided for in its Technical bid, at no cost to PRC:</p> <p>16.1 Boxes, pouches, packaging tapes, and forms for PRC's consumption in transporting their goods; 16.2 Electronic cargo tracking and monitoring system for fast, regular and accurate information on PRC shipment; 16.3 Specifically designated and secure area with a dedicated team at WINNING BIDDERS sorting hub exclusively for PRC cargoes and documents; 16.4 Customized risk-based delivery systems for accountable forms, checks and other sensitive official documents; 16.5 Assignment of Special Team to handle the PRC account to ensure full implementation of WINNING BIDDER contractual obligations; 16.6 Delivery of unclaimed PRC documents to professionals with secure, fool-proof system at the option of the applicant/professional; 16.7 Call center facility with courier services; and 16.8 Assistance in public information, surveys and social marketing programs.</p>	During Contract Implementation



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17	<p>All notices required under this agreement shall be deemed given, if and when personally delivered in writing to the party or its designated agent/representative, faxed, or mailed by registered mail or sent by reputable courier services or by means of electronic mail, return receipt requested, postage prepaid and properly addressed. Such notices shall be deemed given upon three (3) business days after mailing.</p> <p>All notices, requests, consents and other documents (“Notices”) shall be deemed served or given.</p>	During Contract Implementation
18	<p>18.1 If personally served by being left at the address of the party to whom the Notice is given between the hours of 8:00 a.m. and 5:00 p.m. on any business day then in such case at the time Notice is duly received;</p> <p>18.2 If sent by facsimile, then in such case when successfully transmitted during business hours, or if not during business hours, then on the next business/working hours; and</p> <p>18.3 If sent by electronic mail, then upon receipt by Sender of the acknowledgment of the “receipt requested” message from the recipient.</p> <p>Any party may change its address for receipt of Notices at any time by giving notice thereof to the party. The duly authorized representative of that party may sign any Notice given under this Agreement on behalf of any party. Either party may change the manner by which notice is to be given provided that the other party was advised of such change in writing, duly received.</p>	During Contract Implementation
19	<p>Except in cases of force majeure, the service areas with corresponding lead times are as follows:</p> <ul style="list-style-type: none">a. Within Iloilo City – next dayb. Provincial (Serviceable) – 1-2 daysc. Provincial (Out of Town Delivery) – 3-4 daysd. PRC – Iloilo City to Visayas – 5-11 dayse. PRC – Iloilo City to Luzon – 5-11 days <p>19.1 Serviceability will be based on WINNING BIDDER Service Area Manual. No delivery for far flung areas or OUT of Service Areas.</p> <p>19.2 Should any loss, theft, damage or any other similar cause occur while shipment is in custody of WINNING BIDDER, it is understood that arrangements for its replacement including assistance, costs among others shall be limited to WINNING BIDDER and the applicant and vice versa.</p> <p>19.3 The agreed upon procedures and lead times for Return to Sender (RTS) are as follows:</p> <ul style="list-style-type: none">a) Undelivered transactions due to Bad Address or Unknown Consignee – For both Iloilo City and other Provincial transactions – 2 delivery attempts.b) Undelivered transactions after making 2 delivery attempts – FOR ILOILO CITY TRANSACTIONS- The document will stay at the WINNING BIDDER. <p>19.4 If the consignee calls WINNING BIDDER within 5 days:</p> <ul style="list-style-type: none">a) 1st option – Pick up at WINNING BIDDER’s branch	During Contract Implementation



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	<p>office</p> <p>b) 2nd option – If not accessible to the applicant, pick up at the nearest WINNING BIDDER's outlet.</p> <p>19.5 If the consignee does not call WINNING BIDDER within 5 days, all undelivered transactions should be returned to PRC within twenty-four (24) hours from the said 5th day.</p> <p>19.6 FOR PROVINCIAL TRANSACTIONS – the document will stay at the branch/agent office of WINNING BIDDER for 10 days.</p> <p>i. If the Consignee calls WINNING BIDDER within 10 days:</p> <p>a) 1st option – Pick up at branch/agent office of WINNING BIDDER.</p> <p>b) 2nd option – If not accessible to the applicant, pick up at the nearest WINNING BIDDER's outlet.</p> <p>ii. If the consignee does not call WINNING BIDDER within 10 days, all undelivered transactions should be returned to PRC c/o WINNING BIDDER within twenty-four (24) hours from the said 5th day.</p>	
20	The WINNING BIDDER acknowledges that the services rendered under the Contract entered into with PRC shall be solely as an independent contractor. WINNING BIDDER shall not enter into any Memorandum of Agreement or commitment in behalf of PRC. WINNING BIDDER further acknowledges that it is not entitled to any employment rights or benefits. It is expressly understood that the Contract is not a joint venture between PRC and the WINNING BIDDER.	During Contract Implementation
21	WINNING BIDDER expressly agrees that the Contract entered into with PRC and all its terms and conditions are subordinate to the rules and regulations which may be imposed from time to time by government regulatory bodies, instrumentalities or agencies.	During Contract Implementation
22	The Contract between PRC and the WINNING BIDDER shall be for CALENDAR YEAR 2025 commencing upon the execution of the contract with PRC. <i>Provided however, that the services of the WINNING BIDDER are automatically extended until such time that a new Courier Contract shall have been executed.</i>	During Contract Implementation
23	This Contract shall not be assigned by the winning bidder to any party without the prior written consent of the PRC.	During Contract Implementation

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX “B”

TECHNICAL SPECIFICATIONS

Item/Description	Statement of Compliance Statements of “Comply or “Not Comply”
Nationwide coverage and with company branch and/or agents to service PRC Regional Office VI, 2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City and its Offsite Service Centers to the Central Office in PRC Manila, Regional Offices, Satellite Offices, as well as to other Government/Private Institutions. List of Regional Offices and Service Centers may be viewed at the PRC Public Portal via this link: https://www.prc.gov.ph/interactive-map	
1.1. Description of door-to-door pick-up and delivery of parcel and cargoes from the PRC-Iloilo Regional Office to PRC Central Office and fifteen (15) other regional offices and satellite office, as well as to other Government/Private Institutions.	
1.2. List of Branches nationwide with the name of contact persons/agents and contact details (contact/fax numbers and e-mail/skype address).	
1.3. Weekly/monthly schedule of the assigned personnel to pick-up the daily shipment at PRC-Iloilo (cut-off time is 4:00 p.m.).	
1.4. Schedule of next day delivery or lead time for ordinary delivery for PRC-Iloilo.	
1.5. Schedule of next day delivery for rush shipments with 3:00 pm cut-off time for PRC-Iloilo.	
1.6. Packaging and crating services for fragile shipments for PRC-Iloilo.	
1.7. Cargo tracking and monitoring system for PRC-Iloilo.	
2. With cargo tracking and monitoring system by both consignee and consignor through on-line website and SMS inquiry facilities.	
2.1. Description of cargo tracking and monitoring system through on-line Website and SMS inquiry facilities.	
2.2. Customer Service Hotline for inquiries.	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TECHNICAL SPECIFICATIONS FOR THE PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID

SIGNATURE OVER PRINTED NAME
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ANNEX “C”

APPLICABLE RATES

Visayas Origin:

DOCUMENTS	INTRACITY	LUZON (SECTOR 2)	VISAYAS (SECTOR 1)	MINDANAO (SECTOR 3)
Regular Flyer (up to 500grams)	100.00	140.00	120.00	145.00
Large Flyer (up to 2kgs)	125.00	190.00	155.00	200.00
Extra-large Flyer (up to 3kgs)	200.00	345.00	250.00	365.00
PARCEL	INTRACITY	LUZON (SECTOR 2)	VISAYAS (SECTOR 1)	MINDANAO (SECTOR 3)
Regular Flyer (up to 500grams)	100.00	140.00	120.00	145.00
Large Flyer (up to 2kgs)	125.00	190.00	155.00	200.00
Extra-large Flyer (up to 3kgs)	200.00	345.00	250.00	365.00
PARCEL	INTRACITY	LUZON (SECTOR 2)	VISAYAS (SECTOR 1)	MINDANAO (SECTOR 3)
First 3kgs	220.00	270.00	365.00	385.00
Add on per kilogram	50.00	65.00	90.00	95.00

APPLICABLE RATES FOR SECTORS

ORIGIN	DESTINATION	CHARGEABLE SECTOR RATE
Sector 1	Sector 1	Sector 1
Sector 1	Sector 2	Sector 2
Sector 1	Sector 3	Sector 3
Sector 2	Sector 1	Sector 1
Sector 2	Sector 2	Sector 2
Sector 2	Sector 3	Sector 3
Sector 3	Sector 1	Sector 1
Sector 3	Sector 2	Sector 2
Sector 3	Sector 3	Sector 3

IMPORTANT REMINDER/S:

Pick-up and Delivery within the city is chargeable as "INTRACITY" sector.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Iloilo Regional Office
2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City
Tel. No.: (033) 329-2730
Fax: (033) 329-2410



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Chairperson

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Secretary

MARY GRACE L. CATALAN
Member

CHERRIE ANN D. AGOT
Member

JASMARBINA KHLOE P. DUMAGUIN
Member

ANNEX “D”

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:

No.	Scope of Work/ Schedule of Requirements
1	PROVISION OF POSTAGE AND COURIER SERVICES FOR PRC RO6 FOR CY 2025 – REBID

Total Bid Price for the Project:
(inclusive of all taxes, and bank and government charges payable)

In Figures: _____

In Words: _____

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

Bidder’s authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: