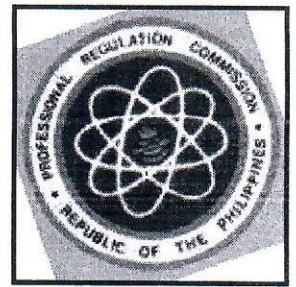


## Bids and Awards Committee

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




  
**LOELL L. MAMON**  
Chairperson

  
**SHERIEL E. LOFOY**  
Vice-Chairperson

  
**MARY ANN D. DEGALA**  
Member

  
**JENNIFER M. MOLENO**  
Member

  
**MARJANE GRACE C. LAYSON**  
Provisional Member

  
**FLOYD D. ALAGBAN**  
Provisional Member

### SECRETARIAT:

  
**SALOME PRECIOUSA G. DAYMOTO**  
Secretary

  
**JASMABINA KHLOE P. DUMAGUIN**  
Member

  
**MARY GRACE L. CATALAN**  
Member

  
**CHERRIE ANN D. AGOT**  
Member

## REQUEST FOR QUOTATION (RFQ) No. 2025-020

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

Dear Sir/Madam:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission – Iloilo Regional Office is inviting you to participate in the 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 Genuine Brother TN-2380 Toner.**

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. (033) 329-2410 or email at [prc6.bac@gmail.com](mailto:prc6.bac@gmail.com).

Thank you.

Very truly yours,

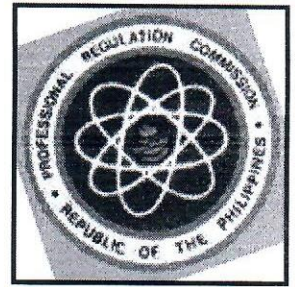
  
**LOELL L. MAMON**  
BAC Chairperson





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### REQUEST FOR QUOTATION

(RFQ) No. 2025-020

(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – ILOILO REGIONAL OFFICE (PRC-ILO)**, with office address at 2<sup>nd</sup> Flr. Gaisano ICC Mall, San Rafael Mandurriao, Iloilo City, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Supply and Delivery of Genuine Brother TN-2380 Toner** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184.

<b>Name of Project:</b>	Supply and Delivery of Genuine Brother TN-2380 Toner (RFQ No. 2025-020)
<b>Approved Budget for the Contract (ABC):</b>	Seventy-Four Thousand Pesos (P74,000.00), inclusive of all government applicable taxes and charges
<b>Location:</b>	PRC Iloilo Regional Office, Mandurriao, Iloilo City
<b>Specification:</b>	See attached <b>Annex "A"</b> for the Term of Reference and <b>Annex "B"</b> for Financial Bid
<b>Delivery Date:</b>	Within 20 days upon receipt of the approved Purchase Order (P.O.)

Bidders who are legally, technically and financially capable may submit their accomplished quotation/proposal (**Annex "B"**) personally, through facsimile at (033) 329-2410 or via email at [prc6.bac@gmail.com](mailto:prc6.bac@gmail.com), duly signed by the owner or his duly authorized representative using the "PRC Official forms" provided herein **on or before 1:00 o'clock in the afternoon of May 14, 2025.**

### 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) calendars days from the date of submission of the quotation.
3. Price quotations to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. **Defective toners inspected upon delivery and detected during installation shall be replaced by the supplier within seven (7) working days.**
6. Purchase Order shall be issued to the supplier with the total lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.

LOELL L. MAMON  
Chairperson

SHERIEL E. LOLOY  
Vice-Chairperson

MARY ANN D. DEGALA  
Member

JENNIFER M. MOLENO  
Member

MARIANE GRACE C. LAYSON  
Provisional Member

FLOYD P. ALAGBAN  
Provisional Member

SECRETARIAT:

SALOME PRECIOUSA G. DAYMOTO  
Secretary

JASMARBINA KHLOE P. DUMAGUIN  
Member

MARY GRACE L. CATALAN  
Member

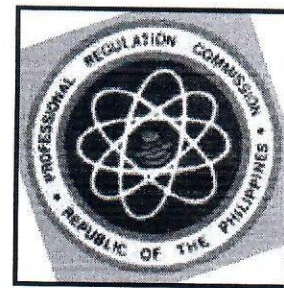
CHERRIE ANN D. AGOT  
Member





## Bids and Awards Committee

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Member

CHERRIE ANN D. AGOT  
Member

8. Payment shall be made within 90 days upon completion of the delivery and receipt of the Statement of Account/Billing Statement/Charge Invoice, on a check basis

Copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with your quotation/proposal:

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. **Valid PhilGEPS Certificate of Registration or Proof of Registration/Renewal;**

3. **Certification as Authorized Distributor/Reseller from Brother;**

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)

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.

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

Very truly yours,

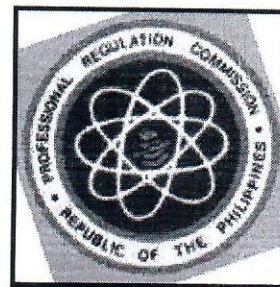
LOEL L. MAMON  
BAC Chairperson





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## ANNEX "A"

### TERMS OF REFERENCE (TOR) Supply and Delivery of Genuine Brother TN-2380 Toner

#### I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Seventy-Four Thousand Pesos (P74,000.00), inclusive of all taxes and bank charges.**

#### II. Specifications

SUPPLY AND DELIVERY OF GENUINE BROTHER TONERS and DRUM KIT				
Quantity	Unit	Item Specifications	Approved Budget for the Contract (ABC)	
			Unit Cost	Total Cost
20	Cartridges	Brother TN-2380 Toner (Genuine)	Php3,700.00	Php74,000.00
TOTAL				Php74,000.00

### ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF GENUINE BROTHER TN-2380 TONER

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

LOEL L. MAMON  
Chairperson

SHERIEL E. LOLOY  
Vice-Chairperson

MARY ANN D. BEGALA  
Member

JENNIFER M. MOLENO  
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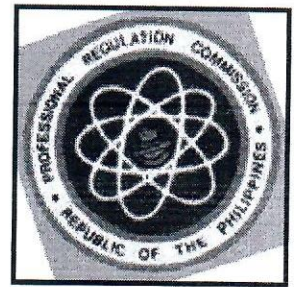
CHERRIE ANN D. AGOT  
Member





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ANNEX "B"

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Chairperson

SHERIEL E. LOLOY  
Vice-Chairperson

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MARY GRACE L. CATALAN  
Member

CHERRIE ANN D. AGOT  
Member

## 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 items/s as follows:

SUPPLY AND DELIVERY OF GENUINE BROTHER TONERS and DRUM KIT					BID QUOTATION	
QTY	UNIT	Item Specifications	Approved Budget for the Contract (ABC)		Unit Cost	Total Cost
			Unit Cost	Total Cost		
20	Cartridges	Brother TN-2380 Toner (Genuine)	Php3,700.00	Php74,000.00		
			TOTAL	Php74,000.00	TOTAL	

Total Bid Price for the Project (inclusive of all taxes and bank charges)

In Figures: \_\_\_\_\_  
In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.**

Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_