



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 B. LOLOY
Vice-Chairperson


MARY ANN D. DEGALA
Member


JENNIFER M. MOLEÑO
Member


MARJANE GRACE C. LAYSON
Provisional Member


FLOYD P. ALAGBAN
Provisional Member

SECRETARIAT:


SALOME PRECIOSA G. DAYMOTO
Secretary


MARY GRACE L. CATALAN
Member


CHERRIE ANN D. AGOT
Member


JASMARBINA KHLOE P. DUMAGUIN
Member

REQUEST FOR QUOTATION

(RFQ) No. 2025-025

(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: **Provision of Meals for the 52nd PRC Founding Anniversary and 2025 Professional Regulations Week.**

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.

Thank you.

Very truly yours,

LOEL L. MAMON
BAC Chairperson



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REQUEST FOR QUOTATION
(RFQ) No. 2025-025
(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – ILOILO REGIONAL OFFICE (PRC-ILO)**, with office address at 2nd Flr. Gaisano ICC Mall, San Rafael Mandurriao, Iloilo City, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Provision of Meals for the 52nd PRC Founding Anniversary and 2025 Professional Regulations Week** 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 Meals for the 52 nd PRC Founding Anniversary and 2025 Professional Regulations Week (RFQ No. 2025-025)
Approved Budget for the Contract (ABC):	Sixty-One Thousand Five Hundred Pesos (P61,500.00), inclusive of all government applicable taxes and charges
Location:	PRC Iloilo Regional Office, Mandurriao, Iloilo City
Specification:	See attached Annex “A” for the Term of Reference and Annex “B” for Financial Bid
Delivery Date:	June 18, 2025

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 June 16, 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 **June 16, 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) 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. Award of Contract shall be issued to the supplier with the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



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6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.
7. 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. **Latest Income/Business Tax Return**
(for ABCs above P500,000.00)
4. **Secretary's Certificate / Authorization to sign as representative**
5. **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.

Very truly yours,

LOEL L. MAMON
BAC Chairperson



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ANNEX “A”

TERMS OF REFERENCE (TOR)
Provision of Meals for the 52nd PRC Founding Anniversary
and 2025 Professional Regulations Week

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 **Sixty-One Thousand Five Hundred Pesos (P61,500.00), inclusive of all taxes and bank charges.**

II. Specifications

A. General Requirements:

- 1. Price Quotation for one (1) day (AM and Lunch)
- 2. Event date: June 18, 2025 (Wednesday)
- 3. Number of Participant: 230 pax

B. Special Requirements:

- 1. **Food/Meals (Pre-Packed Meals)**
 - 1.1 Day 1 June 18, 2025
 - 1.1.1 Morning Snacks (Overflowing Coffee, Soup, Bread)
 - 1.1.2 Lunch (Rice, 1 main course, 1 vegetable, Drinks)
 - 1.2 Proposed menu or food choices shall be attached to the proposal

Lot No.	Description	Approved Budget for the Contract
1	<p>Provision of Meals for the 52nd PRC Founding Anniversary and 2025 Professional Regulations Week</p> <p>June 18, 2025</p> <p>AM Snacks Activity: Thanksgiving Mass, Opening Program and Blood Letting No. of Pax: 140</p> <p>Lunch Activity: Blood Letting No. of Pax: 90</p>	Php61,500.00

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III. Schedule of Delivery of Pre-Packed Meals

Date	Item Description	Quantity	Time of Delivery
June 18, 2025	Pre-Packed AM Snacks	140 pax	7:00 AM
	Pre-Packed Lunch Meals	90 pax	11:00 AM

ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROVISION OF MEALS FOR THE 52ND PRC FOUNDING ANNIVERSARY
AND 2025 PROFESSIONAL REGULATIONS WEEK

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED 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 items/s as follows:

No.	Project Name	Approved Budget for the Contract	Bid Price
1	Provision of Meals for the 52 nd PRC Founding Anniversary and 2025 Professional Regulations Week	Sixty-One Thousand Five Hundred Pesos (P61,500.00)	

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.: _____


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