



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


MARIANE 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. 2025-027

(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 Laptops.**

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 proc6.bac@gmail.com.

Thank you.

Very truly yours,

LOEL L. MAMON
BAC Chairperson



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REQUEST FOR QUOTATION

(RFQ) No. 2025-027

(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: **Supply and Delivery of Laptops** 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:	Supply and Delivery of Laptops (RFQ No. 2025-027)
Approved Budget for the Contract (ABC):	Five Hundred Ninety-Two Thousand Three Hundred Ninety-Five Pesos (P592,395.00), 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:	Within 10 days upon receipt of the approved Purchase Order (P.O.)

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 3:00 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 3:00 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.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.



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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”

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TERMS OF REFERENCE (TOR)
Supply and Delivery of Laptops

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 **Five Hundred Ninety-Two Thousand Three Hundred Ninety-Five Pesos (P592,395.00), inclusive of all taxes and bank charges.**

II. Specifications

Lot No.	Item	Specifications	Statement of Compliance (Comply or Not Comply)
1	10	<div><div>1. Operating System: Genuine Windows 11 Pro (64-bit), English</div><div>2. Processor: 13th Gen Intel Core i5-1335U</div><div>3. Memory: 16 GB (2x8 GB), DDR4, 3200 MT/s</div><div>4. Genuine Microsoft Office Home & Student 2021: Perpetual License, Pre-installed on 15 laptop units only</div><div>5. Graphics Card: Integrated Intel Iris Xe or UHD Graphics for i5-1335U Processor</div><div>6. Display: Non-touch, FHD, 15.6-inch size, 60Hz, WVA/IPS 250nits, Anti-Glare</div><div>7. Camera: FHD Camera with Shutter, Mic, Temporal Noise Reduction</div><div>8. Storage: 512 GB M.2 PCIe NVMe SSD</div><div>9. Built-in Keyboard: English US with numeric keypad</div><div>10. I/O Ports & Slots: 1 RJ-45 Ethernet port, 1 USB Type-C port Power Delivery with DisplayPort Alt mode, 3 USB 3.2 Gen ports, 1 HDMI port, 1 universal audio port, 1 power-adaptor port, 1 security lock slot</div><div>11. Weight: Must not exceed 1.81 kg</div><div>12. Touchpad: Precision Click pad with multi-touch gesture support</div></div>	



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		<div>13.Audio and Speakers: Stereo speakers with Audio Controllers</div> <div>14.Connectivity:<div>a. Wi-Fi 6E</div><div>b. Bluetooth</div><div>c. Ethernet 10/100/1000BaseT</div></div> <div>15.Battery & Battery Life: 54 Wh</div> <div>16.Power: With AC Adapter</div> <div>17.The device has an off-host Basic Input Output System (BIOS) verification that guards the PC BIOS from low-level attacks while giving visibility to unplanned changes and has a hardware-based storage and processing that offers better protection of user credentials or its equivalent.</div> <div>18.Accessories (Must be provided for all units unless otherwise stated):<div>a. Carrying Case with hand grip and shoulder carrying Strap (Same Brand as the Proposed Laptop)</div><div>b. USB Optical Mouse (Same Brand as the Proposed Laptop)</div></div> <div>19.To ensure that the PRC Regional Office VI is protected from unsafe, unreliable, and unproven products, the following requirements must be met:<div>a. Manufacturer’s certificate addressed to the RBAC that the units to be delivered are brand new and original, and not refurbished.</div><div>b. Manufacturer’s certificate addressed to the RBAC that the bidder is an authorized reseller of the brand to be offered.</div><div>c. The proposed brand and model should be the same for all units and must have certifications including ENERGY STAR, TCO Gen9, and EPEAT (Silver) registration.</div><div>d. The proposed brand must be internationally recognized and continuously marketed in the Philippines for the past ten (10) years.</div></div>
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Bids and Awards Committee

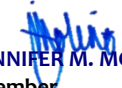
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		<p>20. Warranty: From the date of acceptance, minimum 3-year warranty on parts and labor; 1-year warranty on battery and mouse.</p> <p>21. Technical Support: The provider must offer free onsite technical support during the warranty period. In case of reported hardware replacement and factory defect, it is the responsibility of the supplier to retrieve the unit for repair, free of charge. A service unit, the same brand and model as the original, must be issued immediately for a unit that cannot be repaired on the same day, free of charge.</p>	
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ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
SUPPLY AND DELIVERY OF LAPTOPS

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:

Project Name	Approved Budget for the Contract (ABC) Unit Cost Total Cost	BID QUOTATION
Supply and Delivery of Laptops	Five Hundred Ninety-Two Thousand Three Hundred Ninety-Five Pesos (P592,395.00)	

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.: _____