



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


JASMABINA KHLOE P. DUMAGUIN
Member

REQUEST FOR QUOTATION

(RFQ) No. 2025-030

(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 HP Toners - REBID.**

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



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



LOELL 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. 2025-030

(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 Genuine HP Toners - 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:	Supply and Delivery of Genuine HP Toners - REBID (RFQ No. 2025-030)
Approved Budget for the Contract (ABC):	Sixty-Six Thousand Pesos (P66,000.00), 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 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, duly signed by the owner or his duly authorized representative using the “PRC Official forms” provided herein **on or before 2:00 o’clock in the afternoon of June 24, 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.



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




LOELL 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

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 HP;**

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.

Very truly yours,


LOELL L. MAMON
BAC Chairperson



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



ANNEX "A"

TERMS OF REFERENCE (TOR)
Supply and Delivery of Genuine HP Toners

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-Six Thousand Pesos (P66,000.00), inclusive of all taxes and bank charges.**

II. Specifications

SUPPLY AND DELIVERY OF GENUINE HP TONERS - REBID				
Quantity	Unit	Item Specifications	Approved Budget for the Contract (ABC)	
			Unit Cost	Total Cost
16	cartridges	HP MFP 137fnw (HP 107A) Black Laser Jet (Genuine)	Php3,000.00	Php48,000.00
4	cartridges	HP CF 400A (HP201A), Black Laser Jet (Genuine)	Php4,500.00	Php18,000.00
TOTAL				Php66,000.00

ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
SUPPLY AND DELIVERY OF GENUINE HP TONERS - REBID

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

LOELL 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



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



ANNEX "B"

LOELL 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

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 HP TONERS - REBID					BID QUOTATION	
QTY	UNIT	Item Specifications	Approved Budget for the Contract (ABC)			
			Unit Cost	Total Cost		
16	Cartridges	HP MFP 137fnw (HP 107A) Black Laser Jet (Genuine)	Php3,000.00	Php48,000.00		
4	Cartridges	HP CF 400 (HP 201A) Black Laser Jet (Genuine)	Php4,500.00	Php18,000.00		
TOTAL				Php66,000.00	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.: _____