



Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Vice-Chairman

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JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-08

Date: _____
Contact Person: _____
Name of Company: _____
Contact Details: _____
PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **RFQ No. 2025-08** under **Section 53.9 – Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:

RFQ No. 2025-08: PROCUREMENT OF PRC CALENDAR 2025

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No.(02) 5-310-0037, or via email at bac@prc.gov.ph using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 14 February 2025, at 9:00 AM**. Evaluation of quotation/proposal will be on **14 February 2025, at 10:00 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

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. Proof of PhilGEPS Registration

3. Latest Income/Business Tax Return (for ABC's above P500,000.00);

4. Notarized Omnibus Sworn Statement (for ABC's above P50,000.00);



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5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

The ID of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, Certificate of Platinum membership may be submitted in lieu of the said documents. However, the Mayor's Permit shall be presented during Post-Qualification, when required.

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.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A" and "B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided OFFICIAL FORMS (Annex "A" & "B").
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any erasures or overwriting shall be valid only if properly signed by the owner or his/her authorized representative.
- Payment shall be made 30 days upon issuance of Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.

TERMS OF REFERENCE:

Name of Project: **RFQ No. 2025-08 – Procurement of PRC Calendar 2025**
Location: **Professional Regulation Commission, P. Paredes Street, Sampaloc, Manila**

Technical Specifications	Quantity	Approved Budget for the Contract (inclusive of all applicable bank and government charges)
SPECIFICATIONS: <ul style="list-style-type: none"> Size: 13" x 17" Type: Wall Calendar Quality: Offset Machine No. of Pages: 14 pages – One Side Printing Paper Cover: Coated both sides #220gsm Paper Inside: Coated both sides #80lbs Ink: Full Color Bindery: Wired/Spring 	1,250 pieces	One Hundred Seventy-Seven Pesos and Eighty Centavos (Php177.80) / piece or a total of Two Hundred Twenty-Two Thousand Two Hundred Fifty Pesos (Php222,250.00)
Delivery Term: The sample must be provided within three (3) calendar days from the receipt of the approved contract, and the total quantity shall be delivered within twenty (20) calendar days from the receipt of the approved sample.		



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QUALIFICATION REQUIREMENTS:

1. The Service Provider must previously have the same transaction with any government agency. A proof of the said transaction (either contract or purchase order) shall be included in the submissions for evaluation; and
2. The Service Provider shall only use the design and lay-out provided by the end-user. The first printed calendar shall be presented to the end-user for approval prior to mass production.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE
TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

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

RFQ No. 2025-08
PROCUREMENT OF PRC CALENDAR 2025

Quantity	Bid Price per Piece	Total Bid Price (in figures and in words)
1,250 pieces	₱	

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

Bidder's authorized signature over printed name

Designation:
Name of Company:
Address:
Contact No: