



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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WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-21

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. 2025-21** 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. 2025-21

LOT 1 : SAMSUNG TONER, MLT D205L

LOT 2 : FUJI TONER AND DRUM, S2520 DOCUCENTRE

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 and duly signed by the owner or his duly authorized representative **not later than 15 May 2025, at 12:00 NN**. Evaluation of quotation/proposal will be on **15 May 2025, at 1:30 PM** at the BAC Conference Room, 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 Number

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

4. Notarized Omnibus Sworn Statement (for ABCs 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.

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:

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

TERMS OF REFERENCE

Name of Project:	NAME OF PROJECT: RFQ No. 2025-21 LOT 1 : SAMSUNG TONER, MLT D205L LOT 2 : FUJI TONER AND DRUM, S2520 DOCUCENTRE
Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable bank and government charges for the following amount: <u>Lot 1: SAMSUNG TONER, MLT D205L</u> <ul style="list-style-type: none">○ One Hundred Twenty-Five Thousand Five Hundred Twenty-Five Pesos (Php125,525.00) <u>Lot 2: FUJI TONER AND DRUM, S2520 DOCUCENTRE</u> <ul style="list-style-type: none">○ One Hundred Thirty-Six Thousand Five Hundred Thirty-Three Pesos and Thirty-Nine Centavos (Php136,533.39)
Location:	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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TECHNICAL SPECIFICATIONS

LOT 1: SAMSUNG TONER, MLT D205L		
ITEM	QTY	Technical Specifications and Schedule of Requirements
Samsung Toner, MLT D205L	25 carts	SPECIFICATIONS: 1. Bidders must submit the following certificates during the Opening of Bids: a) Manufacturer's Certificate of Authenticity of the product, and b) Certificate as Authorized Reseller/Distributor 2. Product must be Genuine/Brand New 3. Bidders must provide a sample during opening of bids (<i>Note: Only the winning bidder's sample will be opened and tested. The sample will form part of the deliverables once contract is awarded.</i>)
Delivery Period: Within thirty (30) calendar days from receipt of signed Contract		

LOT 2: FUJI TONER AND DRUM, S2520 DOCUCENTRE		
ITEM	QTY	Technical Specifications and Schedule of Requirements
Fuji Toner	17 carts	SPECIFICATIONS: 1. Bidders must submit the following certificates during the Opening of Bids: a) Manufacturer’s Certificate of Authenticity of the product, and b) Certificate as Authorized Reseller/Distributor 2. Product must be Genuine/Brand New 3. Bidders must provide a sample during opening of bids (<i>Note: Only the winning bidder's sample will be opened and tested. The sample will form part of the deliverables once contract is awarded.</i>)
Fuji Drum	3 pcs	
Delivery Period: Within thirty (30) calendar days from receipt of signed Contract		

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

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

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. 2025-21
(Bidder's may bid for either or both lots)

LOT 1: SAMSUNG TONER, MLT D205L

Quantity	Bid Price per Piece	Total Bid Price (in figures and in words)
25 carts		
Total :		

LOT 2: FUJI TONER AND DRUM, S2520 DOCUCENTRE

Quantity	Bid Price per Piece	Total Bid Price (in figures and in words)
17 carts (toner)		
3 pcs (drum)		
Total :		

***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: