



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



REGULAR MEMBERS:

L. LOUIS P. VALERA
Chairman

DEMOSTHENES N. MISTAL
Vice-Chairman

JESPER P. PAQUITO
Member

LAMA GRACE C. YANG-EO
Member

CRISANTO L. DECENA
Member

ROSEWYNDALUZ G. GASCON
Member

ALTERNATE MEMBERS:

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Vice-Chairman

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Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

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Provisional Member, IT Projects

SECRETARIAT:

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Secretary

DOLORES Y. DIMAANO
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EMMANUEL B. ANDAYA
Member

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Member

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Member

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Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-26

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 Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF 2025 MOTHER'S AND FATHER'S DAY TOKEN (RFQ No. 2025-26)** under **Negotiated Procurement — Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of **Republic Act (R.A.) No. 9184**.

NAME OF PROJECT: **PROCUREMENT OF 2025 MOTHER'S AND FATHER'S DAY TOKEN**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally 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 **MAY 13, 2025 at 10:30 AM**. Evaluation of quotation/proposal will be on **MAY 13, 2025 at 01:30 PM** 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) are required to be submitted:

1. Valid Mayor' s/Business Permit;

In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit 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 ABCs above Php500,000*);
4. Notarized Omnibus Sworn Statement; and
5. Duly notarized Secretary's Certificate for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.



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- For individuals, 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”

REGULAR MEMBERS:

- L. LOUIS P. VALERA**
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Vice-Chairman
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Member

TERMS AND CONDITIONS

1. Bidders shall provide the 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. Technical Specification shall be supported by brochures, pamphlets, submitting samples or evidence of such compliance, if applicable.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. Award of Contract shall be made to the lowest quotation that 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 within 15 to 30 calendar days from the delivery date and upon submission of all documents, required for its payment.
10. The Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.

TERMS OF REFERENCE

Name of Project :	PROCUREMENT OF 2025 MOTHER’S AND FATHER’S DAY TOKEN
Approved Budget for the Contract :	The supplier shall bid for the item described in the Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Eighty-Three Thousand Four Hundred Twenty Pesos (Php83,420.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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PROCUREMENT OF 2025 MOTHER’S AND FATHER’S DAY TOKEN		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
2025 Mother’s day PRC Token (Red)	124	Specifications: 1. Customized Tumbler 2. Color Type: Red (Mother’s day) and Black (Father’s day) 3. 30oz of capacity 4. High-Grade/Recycled Stainless Steel 5. Double-wall vacuum insulation 6. Leakproof Pro Tour Flip Straw lid 7. Removable spout 8. Replaceable seal 9. Textured comfort-grip handle 10. Fits most car cupholders 11. Dishwasher safe 12. BPA-Free 13. Print Design: Print size must be visually clear and readable
2025 Father’s day PRC Token (Black)	91	
<u>DELIVERY TERM:</u> - Within ten (10) calendar days upon receipt of the signed contract. - The winning bidder shall present a sample during the Post-Qualification for the project.		

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS
OF REFERENCE FOR PROCUREMENT OF 2025 MOTHER’S AND
FATHER’S DAY TOKEN**

**SIGNATURE OVER PRINTED NAME OF AUTHORIZED
REPRESENTATIVE**

DESIGNATION: _____

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 item/s as follows:

Note: 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.

PROCUREMENT OF 2025 MOTHER'S AND FATHER'S DAY TOKEN				
Items	Quantity	ABC per piece/ total	Price Quotation	
			BID PRICE PER UNIT	TOTAL BID PRICE (In figure and in words)
2025 Mother's Day PRC Token (Red)	124 pcs	Php388.00/piece or Php83,420.00		
2025 Father's Day PRC Token (Black)	91 pcs			

***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:

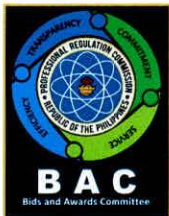
Address:

Contact No:



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**2025 Mother's Day
PRC Token Design**



Front



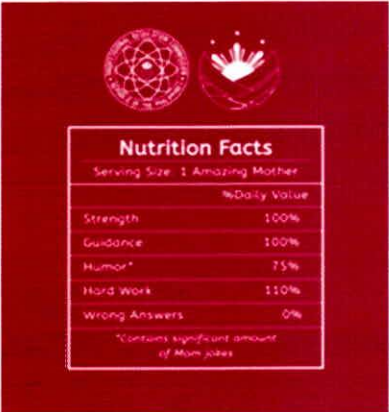
Back

**SAMPLE
DESIGN**

LOGO DESIGN



Front
H: 4cm



Back
H: 6.5cm

Specifications:

30oz of capacity
High-Grade/Recycled stainless steel
Double-wall vacuum insulation
Leakproof ProTour Flip Straw lid
Removable spout
Replaceable seal
Textured comfort-grip handle
Fits most car cupholders
Dishwasher safe
BPA-free

Color: Red

Printing Method: Sublimation

Print Design: Print must be visually clear and readable



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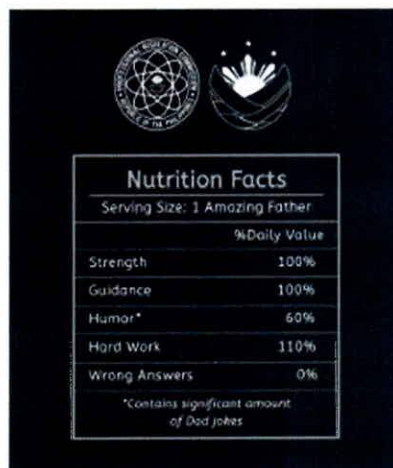


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LOGO DESIGN



Front
H: 4cm



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**2025 Father's Day
PRC Token Design**

**SAMPLE
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