



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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Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-33

Name: _____
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 Lot 1: PRC Customized Folder and Lot 2: Mailing Envelope with PRC Logo** 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. 2025-33
PROCUREMENT OF
LOT 1: PRC CUSTOMIZED FOLDER
LOT 2: MAILING ENVELOPE WITH PRC LOGO

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 June 30, 2025 at 10:00 A.M.** Evaluation of quotation/proposal will be on **June 30, 2025 at 11:00 A.M.** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes Street, 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. PhilGEPS Registration Number;
3. Latest Income/Business Tax Return (*for ABCs above P500,000.00*);
4. Notarized Omnibus Sworn Statement (*for ABCs above P500,000.00*);



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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 Number, 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, PRC-Central Office BAC
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" and "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 properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 30 days upon issuance of the 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. 2025-33: LOT 1: PRC CUSTOMIZED FOLDER and LOT 2: MAILING ENVELOPE WITH PRC LOGO
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 – PRC Customized Folder (Expanded with PRC Logo)</u> Twelve Thousand Eighty-Three Pesos and Fourteen Centavos (Php12,083.14) <u>Lot 2 – Mailing Envelope with PRC Logo</u> Thirty-Seven Thousand Five Hundred Seventy Pesos (Php37,570.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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TECHNICAL SPECIFICATIONS

Lot 1 – PRC Customized Folder (Expanded with PRC Logo)	
	Technical Specifications
Materials	Paper, fold coat caliber 15
Process	offset printing with laminate and die cutting
Size	14" x 8½"
Quantity (piece)	58
Back Cover	Professional Regulation Commission P. Paredes Street Sampaloc, Manila Website: prc.gov.ph Telephone No.: (02) 8736-2253 <i>See attached design</i>

Lot 2 – Mailing Envelope with PRC Logo	
	Technical Specifications
Quantity (box)	17 boxes (500pcs/box)
Color	White
Size	4.125" x 9.5" (long)
Additional Requirement	With PRC Logo <i>See attached design</i>

SCHEDULE OF REQUIREMENTS: The sample must be provided within ten (10) calendar days from the receipt of the approved contract.

DELIVERY AND PENALTIES: For both lots, the delivery shall be completed within twenty (20) calendar days from receipt of the approved samples. If the delivery date falls on a weekend or a holiday, delivery must be on the next working day without penalty.

PLACE OF DELIVERY: Full deliver shall be made at the -

PROFESSIONAL REGULATION COMMISSION
P. Paredes Street, Sampaloc, Manila

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equivalent to 10% of the contract price by the winning provider.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF
LOT 1: PRC CUSTOMIZED FOLDER
LOT 2: MAILING ENVELOPE WITH PRC LOGO**

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:

(Bidder's may bid for either or both lots)

NAME OF PROJECT: RFQ No. 2025-33 PROCUREMENT OF LOT 1-PRC CUSTOMIZED FOLDER and LOT 2- MAILING ENVELOPE WITH PRC LOGO			
QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
		BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
LOT 1: PRC CUSTOMIZED FOLDER AND			
58 pcs	Php208.33/piece or Php12,083.14		
LOT 2: MAILING ENVELOPE WITH PRC LOGO			
17 boxes	Php2,210.00/box or Php37,570.00		
TOTAL ABC – Php49,653.14		TOTAL BID PRICE QUOTATION (In Figure and in Words)	

* 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:

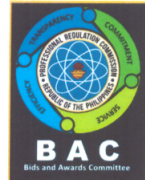
Address:

Contact No:



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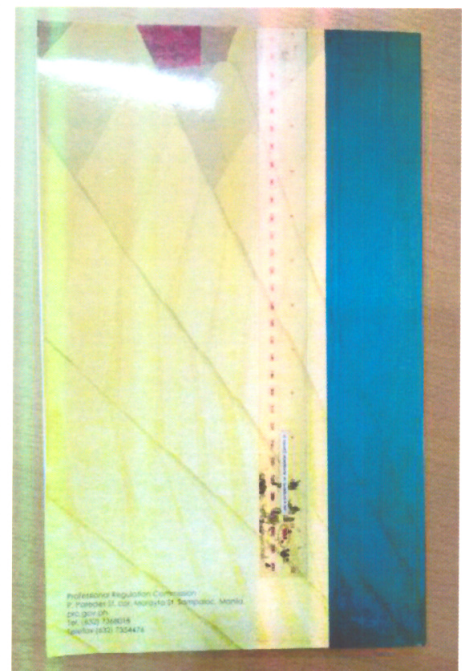
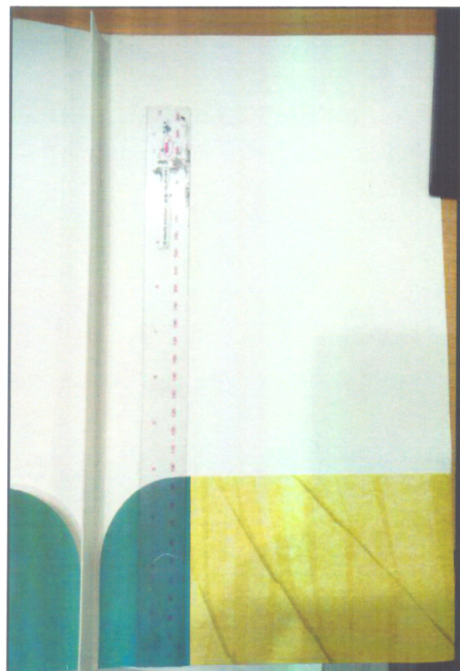
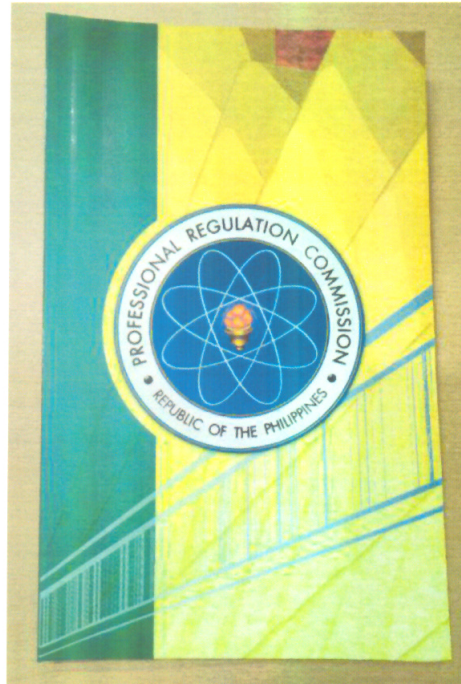
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PRC CUSTOMIZED FOLDER





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MAILING ENVELOPE WITH PRC LOGO



Republic of the Philippines
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Manila



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