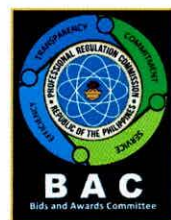




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

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. 2025-36**

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 FOR THE SUPPLY AND DELIVERY OF PRC LOGO** 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 FOR THE SUPPLY AND DELIVERY OF PRC LOGO**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally or via email at [bac@prc.gov.ph](mailto: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 2, 2025 at 10:00 AM**. Evaluation of quotation/proposal will be on **June 2, 2025 at 2:30 PM** at the BAC Office, 4<sup>th</sup> 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 Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and



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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.

IDs 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](mailto: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 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. 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. Award of Contract shall be made to the 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 the owner or his/her authorized representative.
8. 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.
9. Lowest Calculated Bidder **may be subjected to post-qualification** whenever necessary.

**TERMS OF REFERENCE**

Name of the Project:	<b>PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PRC LOGO</b>
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) in the amount inclusive of all applicable bank and government charges: <b>ONE HUNDRED EIGHT THOUSAND PESOS (PHP108,000.00)</b>
Project Site:	<b>PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila</b>



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**TECHNICAL SPECIFICATIONS**

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PRC LOGO		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
RFQ NO. 2025-36  <b>SUPPLY AND DELIVERY OF PRC LOGO</b>	<b><u>2 units</u></b>	<b>PROFESSIONAL REGULATION COMMISSION (PRC) LOGO</b>  Thickness: 1 inch Diameter: 30 inches Materials: Stainless Steel Marker Colors must be the same as the provided/attached picture    <b>Delivery Term: <u>Within Seven (30) calendar days from receipt of signed contract.</u></b>

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
SUPPLY AND DELIVERY OF PRC LOGO**

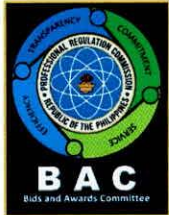
Signature over Printed Name of the Designated Representative  
Designation: \_\_\_\_\_  
Name of the Company: \_\_\_\_\_





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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:

*Note:*

- Bid shall not exceed the ABC.
- Bid shall be inclusive of VAT and all other taxes and bank charges.

RFQ No. 2025-36: PROCUREMENT FOR THE SUPPLY AND DELIVERY OF PRC LOGO		
Item	ABC	Bid Price (In figures and in words)
PRC Logo  (2 units)	Php54,000.00 per unit or a total of Php108,000.00	

**Bidder's authorized signature over printed name**

**Designation:**

**Name of Company:**

**Address:**

**Contact No:**