



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

ROSEWYNDA LUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-45

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 **PROCUREMENT OF INVENTORY STICKER PAPER** 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:
PROCUREMENT OF INVENTORY STICKER PAPER
RFQ No. 2025-45

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 17 July 2025, at 9:00 A.M.** Evaluation of quotation/proposal will be on **17 July 2025, at 10:00 A.M** 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

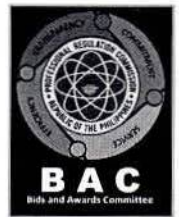
3. Latest Income/Business Tax Return (for ABCs above P500,000.00);

4. Notarized Omnibus Sworn Statement (for ABCs above P50,000.00);



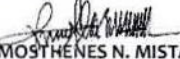
Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



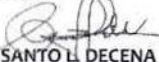
REGULAR MEMBERS:

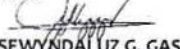
L. LOUIS P. VALERA
Chairman


DEMOSTHENES N. MISTAL
Vice-Chairman

JESPER P. PAQUITO
Member

LAMA GRACE C. YANG-EO
Member


CRISANTO L. DECENA
Member


ROSEWYN DALUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

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

- Government-issued ID of the Secretary (for partnership, corporation, cooperative, or joint venture) or the Representative (for sole proprietorship) 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



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

ROSEWYN DALUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

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 :	PROCUREMENT OF INVENTORY STICKER PAPER RFQ No. 2025-45
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 of Eighty-Three Thousand Nine Hundred Twenty-Eight Pesos and Seventy Centavos (Php83,928.70) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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

ROSEWYN DALUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

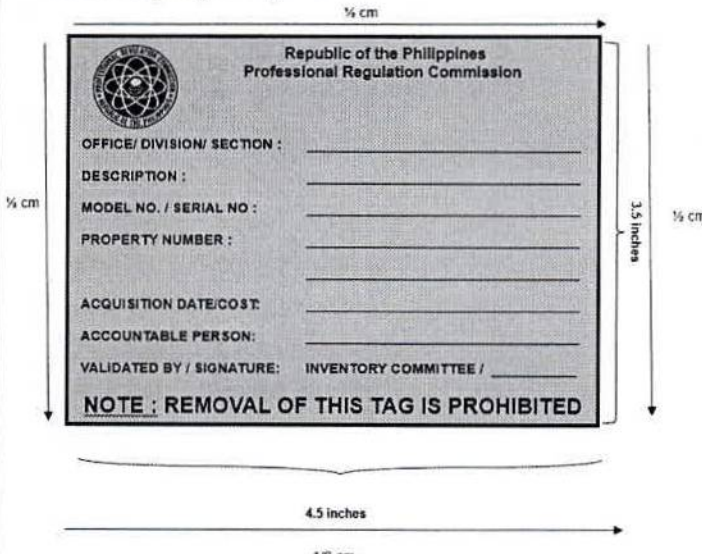
ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

TECHNICAL SPECIFICATIONS

PROCUREMENT OF INVENTORY STICKER PAPER		
ITEM	QTY	Technical Specifications and Schedule of Requirements
INVENTORY STICKER PAPER	10,298 pieces	<p>SPECIFICATIONS:</p> <ul style="list-style-type: none">○ Sticker Paper Type: Matte Self-Adhesive Paper○ Color: Yellow○ Font Type Color: Arial in Black Ink○ Text Type: Bold○ PRC Logo: Black and White○ Height: 3.5 inches○ Width: 4.5 inches○ Border Type: Thick Border○ Outer Border Outline: 1/2cm per side <p>** See sample for reference:</p> <div></div>
<p>Delivery Period: Within twenty (20) calendar days from receipt of approved Contract.</p> <p>Note: Within the given period, the supplier shall submit sample of the inventory sticker to the Procurement and Supply Division for approval, prior to mass production.</p>		



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

ROSEWYN DALUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF INVENTORY STICKER PAPER**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

NAME OF THE COMPANY: _____



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

ROSEWYN DALUZ G. GASCON
Member

ALTERNATE MEMBERS:

JANICE P. CASTELLANO
Vice-Chairman

ALDRICH G. LUNAG
Member

CARLA ANGELINE B. UJANO
Member

OMAIMAH E. GANDAMRA
Member

PROVISIONAL MEMBER:

DANNY MORRIS G. VALLEJOS
Provisional Member, IT Projects

SECRETARIAT:

KYLIE KAUR M. DADO
Secretary

DOLORES Y. DIMAANO
Member

EMMANUEL B. ANDAYA
Member

RINA V. GARCIA
Member

ANNABELLE S. EUGENIO
Member

ALYZA JOICE A. BAGADIONG
Member

CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

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. 2025-45: PROCUREMENT OF INVENTORY STICKER PAPER

Qty	ABC per piece/ Total ABC	Bid Price per Piece	Total Bid Price (in figures and in words)
10,298 pieces	Php8.15/piece or a total of Php83,928.70		

***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: