



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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Chairman

DEMOSTHEENES N. MISTAL  
Vice-Chairman

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OMAIMAH E. GANDAMRA  
Member

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Provisional Member, IT Projects

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Secretary

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Member

WIL CHARLOTTE G. OLARTE  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2025-50**

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 TRANSPORTATION SERVICES FOR THE PARTICIPANTS OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATION (LEs) – RFQ No. 2025-50** under Negotiated Procurement – Small Value Procurement of **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT:  
**PROCUREMENT OF TRANSPORTATION SERVICES FOR THE PARTICIPANTS OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATION (LEs)**  
**RFQ No. 2025-50**

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](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 10 July 2025, at 1:00 PM**. Evaluation of quotation/proposal will be on **10 July 2025, at 2:30 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/ or if applicable) 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 a substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.





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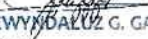
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2. PhilGEPS Registration Number

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

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

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](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

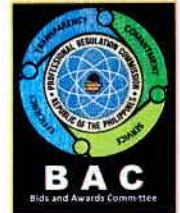
  
**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC





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**ANNEX "A"**

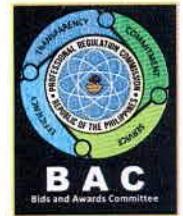
**TERMS AND CONDITIONS:**

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 that 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 within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement and upon completion of all documents required for the payment.
9. Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

**TERMS OF REFERENCE**

<b>Name of the Project:</b>	<b>PROCUREMENT OF TRANSPORTATION SERVICES FOR THE PARTICIPANTS OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATION (LEs)</b>
<b>Approved Budget for the Contract:</b>	The supplier shall bid for the item described in these Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of <b>TWO HUNDRED SEVENTY THOUSAND THREE HUNDRED SEVENTY PESOS (Php270,370.00)</b> inclusive of all applicable bank and government charges.





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**PROCUREMENT OF TRANSPORTATION SERVICES FOR THE PARTICIPANTS OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATION (LEs)**

**PROJECT SCOPE**

The winning bidder shall provide transportation services for the participants of the Strategic Discussion on Test Construction and Development in the Context of the Licensure Examination (LEs), which will be held in **Clark, Pampanga, on 11-15 August 2025.**

1. *Number of participants:*
  - 80-100 pax per batch (estimated)
  - Two (2) batches

2. *Schedule:*

Schedule	Description
<b>Day 1, 6:00 AM</b>	Pick-up of the FIRST batch in Sampaloc, Manila, to drop off at the venue ( <i>exact venue in Clark, Pampanga – to be determined after the procurement process of the lease of venue</i> )
<b>Day 3, 6:00 AM</b>	Pick-up of the SECOND batch in Sampaloc, Manila, to drop off at the venue, and fetch the FIRST BATCH to return to Sampaloc, Manila
<b>Day 5, 3:00 PM</b>	Fetch the SECOND BATCH to return to Sampaloc, Manila

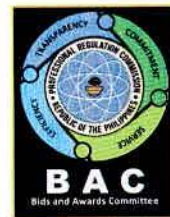
3. *Other requirements:*

- a. The winning bidder shall provide the use of suitable vehicles (preferably van or coaster) to ensure the safe and secure transportation of the participants and/or materials;
- b. The winning bidder shall provide timely transport of the participants and/or materials;
- c. The winning bidder shall determine the most efficient and cost-effective routes for transporting participants and/or materials, taking into account factors such as traffic conditions, road closures, etc.; and
- d. The winning bidder shall include in its bid the fuel expenses, toll fees, and other related costs.



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**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF  
REFERENCE FOR THE PROCUREMENT OF TRANSPORTATION SERVICES  
FOR THE PARTICIPANTS OF THE STRATEGIC DISCUSSION ON TEST  
CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE  
LICENSURE EXAMINATION (LEs)**

\_\_\_\_\_  
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:

**PROCUREMENT OF TRANSPORTATION SERVICES FOR THE  
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CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE  
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**TOTAL BID PRICE FOR THE PROJECT:**

**In Figures:** \_\_\_\_\_

**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:**