



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

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-51

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 CUSTOMIZED TRAINING KITS FOR THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs) – RFQ No. 2025-51** 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 CUSTOMIZED TRAINING KITS FOR THE
STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND
DEVELOPMENT IN THE CONTEXT OF THE LICENSURE
EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY
BOARDS (PRBs)
RFQ No. 2025-51**

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 09 July 2025, at 1:00 PM**. Evaluation of quotation/proposal will be on **09 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



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

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.

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 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, a 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. VALENTA
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 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

Name of the Project:	PROCUREMENT OF CUSTOMIZED TRAINING KITS FOR THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs)
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: ONE HUNDRED FORTY-SIX THOUSAND NINE HUNDRED SEVENTY-FOUR PESOS AND SEVENTY CENTAVOS (PHP 146,974.70).



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

**PROCUREMENT OF CUSTOMIZED TRAINING KITS FOR THE STRATEGIC
DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE
CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE
PROFESSIONAL REGULATORY BOARDS (PRBs)**

PROJECT SCOPE

The contractor should be able to provide **180 sets/packs of training materials/kits** (customized bag, notebook, pen, ID case holder, and ID lace/lanyard) for the participants and facilitators with the following specifications:

Training Materials/Kits Inclusion/Requirement:

- 1) Customized Training Bag
 - a. Style: Synthetic Leather
 - b. Height: At least 15 inches
 - c. Width: At least 13 inches
 - d. Printing: see sample design
- 2) Customized Notebook
 - a. Color: Gradient of Blue
 - b. Material: Leather cover
 - c. Print: PRC Logo
 - d. Size: 210x185mm
- 3) Ballpen
 - a. Type: retractable
 - b. Color: Black
- 4) ID Lace/Lanyard
 - a. Width: 1"
 - b. Sublimation
 - c. Full-color print
 - d. With PRC Logo print and g-hook
- 5) ID Cardholder
 - a. Type: Waterproof card
 - b. Size: Approximately 150x105 mm (B4)
- 6) Guaranteed number: **180 sets/packs;** and
- 7) Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

Delivery Period: The winning bidder shall deliver the items **within ten (10) days** upon receipt of the signed contract.



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 CUSTOMIZED TRAINING KITS
FOR THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND
DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS
(LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs)**

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 best offer/quotation for the item/s as follows:

**PROCUREMENT OF CUSTOMIZED TRAINING KITS FOR THE STRATEGIC
DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE
CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE
PROFESSIONAL REGULATORY BOARDS (PRBs)**

TOTAL BID PRICE FOR THE PROJECT:

In Figures: _____

In Words: _____

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE
CONTRACT INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: