



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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Provisional Member, IT Projects

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Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-52 (Lots 1 to 3)

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 Plaques, Trophies, Medallion, and Trinket for the 2025 PRC Awards (Lots 1 to 3)** under **Section 53.9 – 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: RFQ No. 2025-52 Procurement of Plaques, Trophies, Medallion, and Trinket for the 2025 PRC Awards (Lots 1 to 3)	
LOT 1 -	VARIOUS PLAQUES FOR 2025 OUTSTANDING PROFESSIONAL OF THE YEAR AWARDEES, GUESTS, SEAL OF EXCELLENCE AWARD, AND AWARD OF DISTINCTION
LOT 2 -	TROPHIES FOR 2025 OUTSTANDING ACCREDITED PROFESSIONAL ORGANIZATION (APO) OF THE YEAR AWARD
LOT 3 -	TRINKET AND MEDALLION FOR 2025 NUBLA EXCELLENCE AWARDEE

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 July 16, 2025 at 12:30 P.M.** Evaluation of quotation/proposal will be on **July 16, 2025 at 1:30 P.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.



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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 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 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 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. 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 within 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 the Project:	RFQ No. 2025-52 Procurement of Plaques, Trophies, Medallion, and Trinket for the 2025 PRC Awards (Lots 1 to 3)
Approved Budget for the Contract:	<p>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, inclusive of all applicable bank and government charges, for the following projects:</p> <p><u>LOT 1 – Various Plaques for 2025 Outstanding Professional of the Year Awardees, Guests, Seal of Excellence Award, and Award of Distinction</u></p> <p>ONE HUNDRED FIFTY-EIGHT THOUSAND SEVEN HUNDRED EIGHTY-FOUR PESOS AND ONE CENTAVO (PHP158,784.01)</p>



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	<p><u>LOT 2 – Trophies for 2025 Outstanding Accredited Professional Organization (APO) of the Year Award</u></p> <p>SIXTY-FOUR THOUSAND SEVEN HUNDRED EIGHTY-SEVEN PESOS AND NINETY-FOUR CENTAVOS (PHP64,787.94)</p> <p><u>LOT 3 – Trinket and Medallion for 2025 Nubla Excellence Awardee</u></p> <p>TWELVE THOUSAND ONE HUNDRED EIGHTY-TWO PESOS (PHP12,182.00)</p>
Project Site:	PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila



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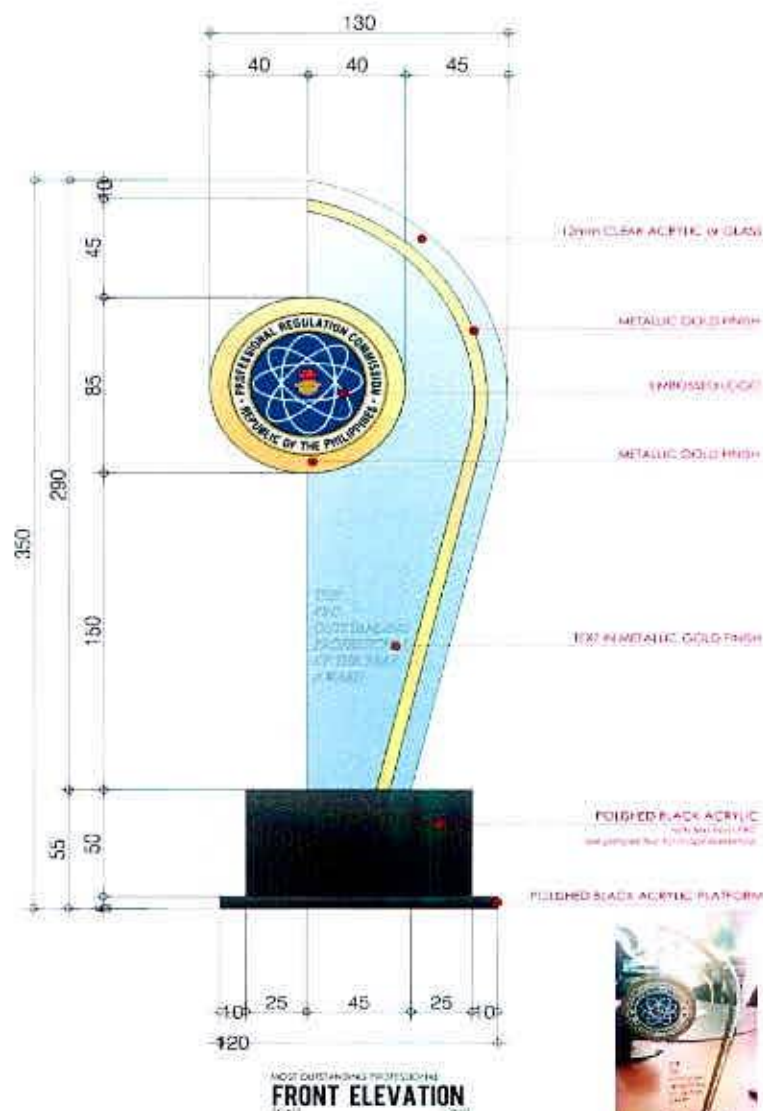
WIL CHARLOTTE G. OLARTE
Member

**PROCUREMENT OF PLAQUES, TROPHIES, MEDALLION, AND TRINKET FOR THE
2025 PRC AWARDS (LOTS 1 TO 3)**

**Lot 1: Various Plaques for 2025 Outstanding Professional of the Year Awardees, Guests,
Seal of Excellence Award, and Award of Distinction**

1. Outstanding Professional of the Year 2025

- Quantity:* 39 pieces
- Technical Specifications:*
 - Clear Glass
 - Metallic Gold Finish
 - Polished, Black Acrylic
 - Embossed PRC Logo
 - Text engraved on a metal plate





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2. Seal of Excellence in Continued Partnership Award

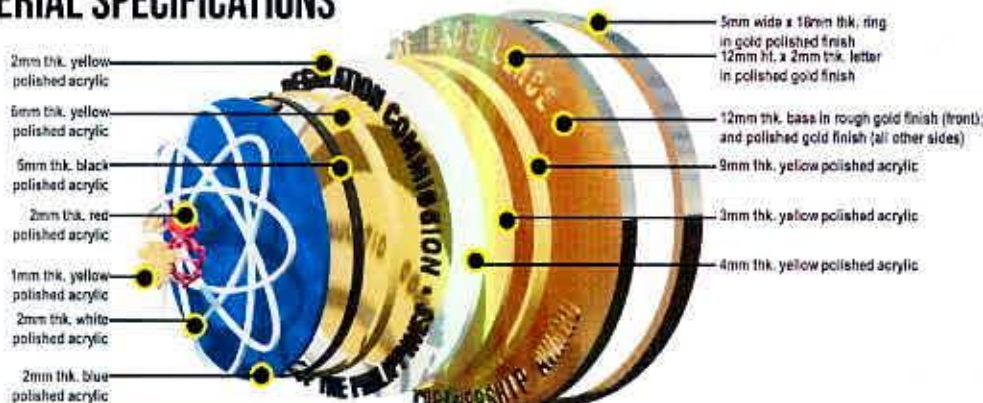
- Quantity:* 1 piece
- Technical Specifications:*
 - Crystal Glass
 - Embossed Text
 - Embossed PRC Logo

ELEVATIONS



NOTE:
Detailed dimensions of the PRC logo is based on the
dimensions and proportions of the official PRC logo.

MATERIAL SPECIFICATIONS



NOTE:
• Colors of the official PRC logo will be used on the specifications with colors Yellow, Red, Blue, and White.
• Dimensions of the PRC logo is similar to the proportions of the official PRC logo.





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3. Guest Speaker

- Quantity:* 1 piece
- Technical Specifications:*
 - Size: 12"
 - Material: Glass





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4. Special Guests

- a. *Quantity:* 1 piece
- b. *Technical Specifications:*
 - i. Size: 12"
 - ii. Material: Glass





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5. Panel of Judges (Plaques of Appreciation)

- Quantity:* 3 pieces
- Technical Specifications:*
 - Size: 12"
 - Material: Glass





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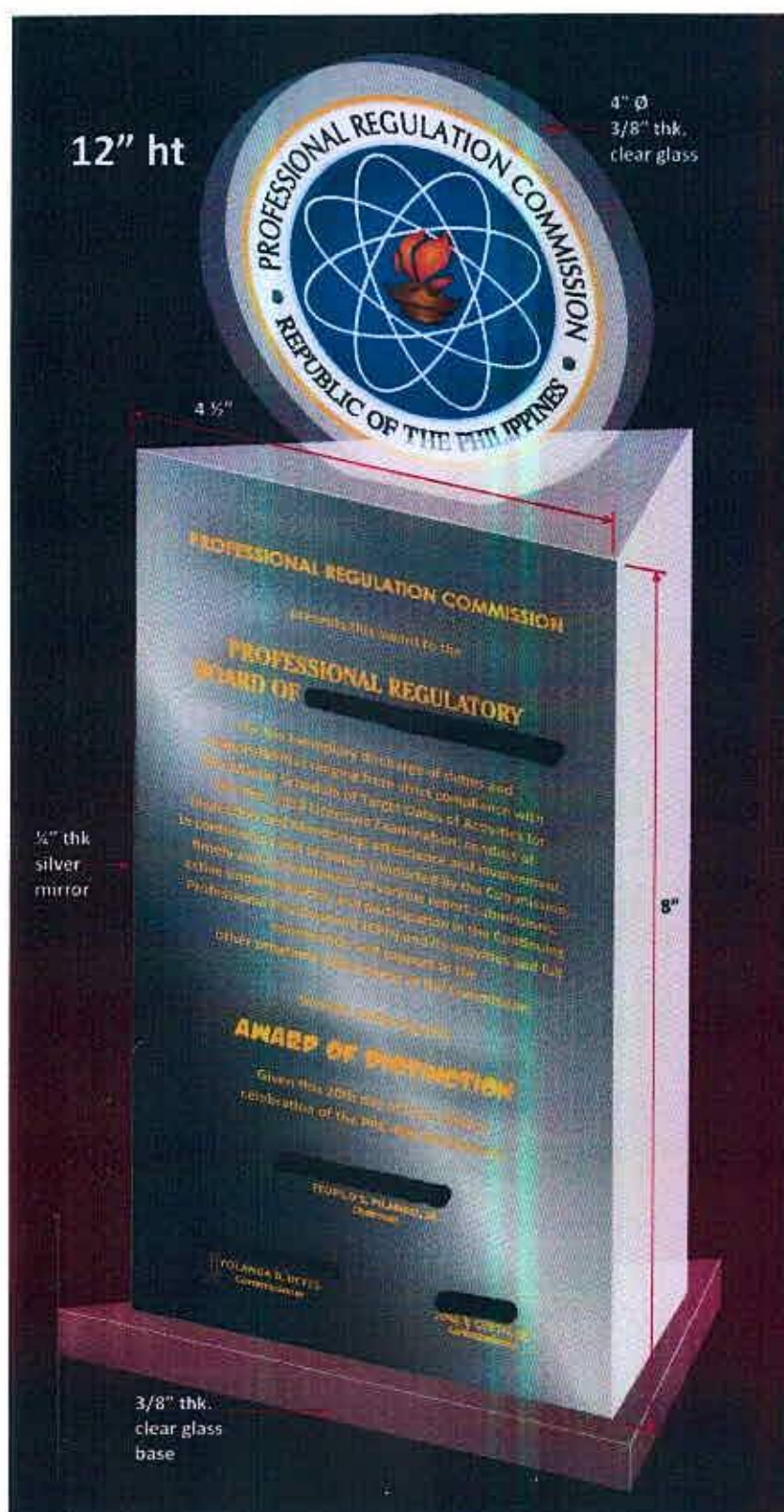
ALYZA JOICE A. BAGADIONG
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JOHN LEONARD I. RELLOSA
Member

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6. Outstanding Professional Regulatory Board (Award of Distinction)

- Quantity:* 1 piece
- Technical Specifications:*
 - Size: 12"
 - Material: Clear Glass





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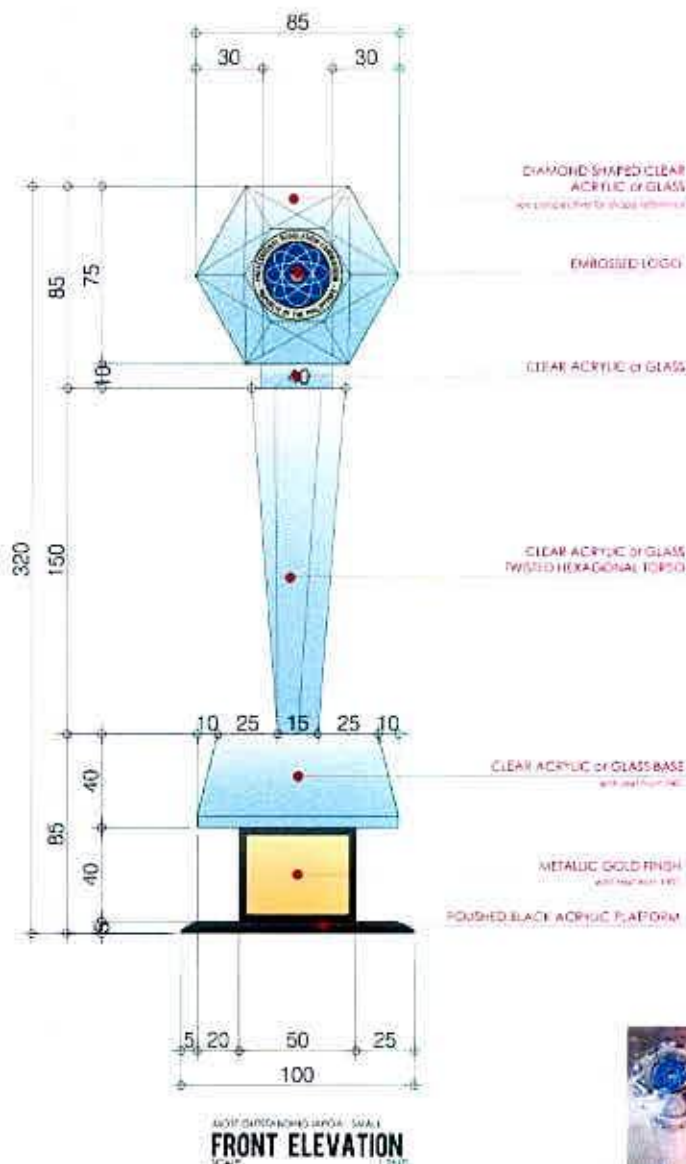
JOHN LEONARD I. RELLOSA
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**Lot 2: Trophies for 2025 Outstanding Accredited Professional Organization (APO)
of the Year Award**

1. Participating APO/AIPO (Small) – Category A, B, and C

- Quantity:* 15 pieces
- Technical Specifications:*
 - Size: 10"
 - Material: Clear glass, text engraved on a metal plate, polished, black acrylic





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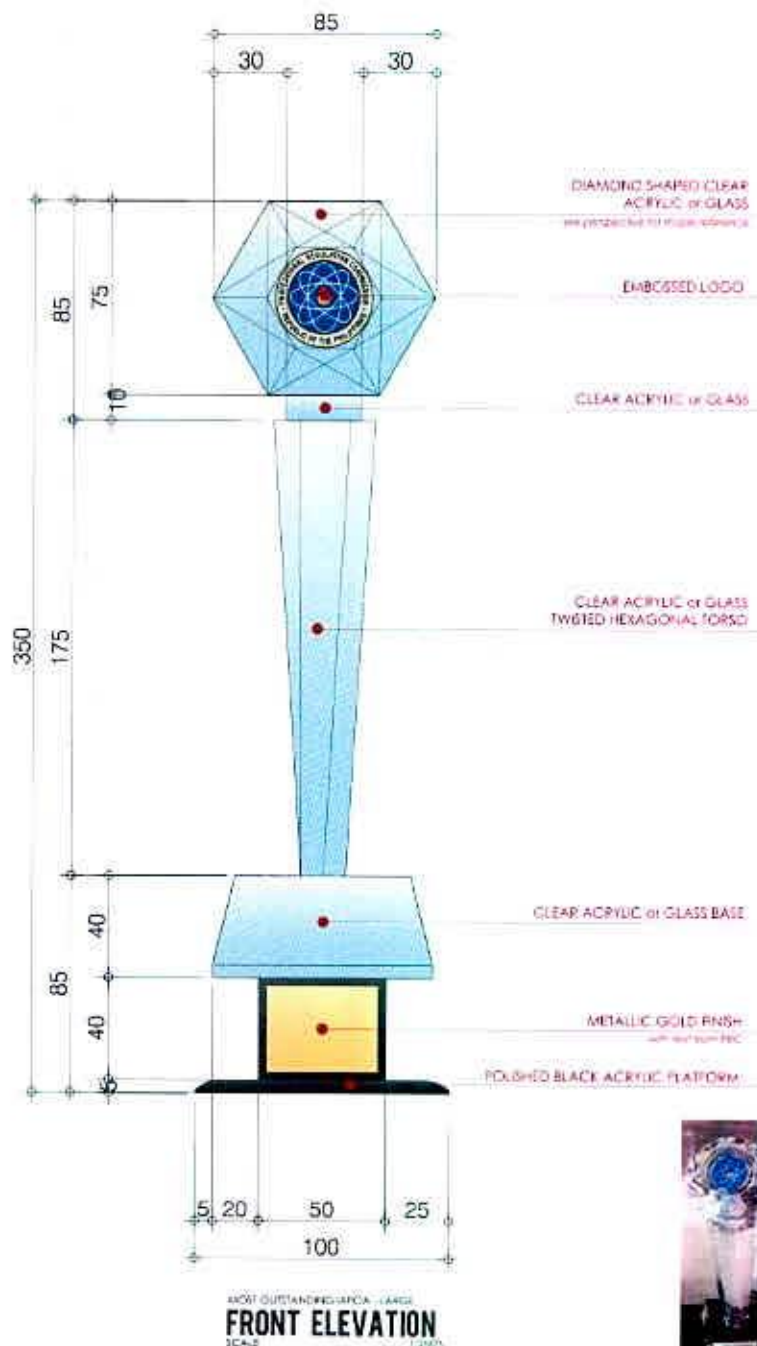
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WIL CHARLOTTE G. OLARTE
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2. Participating APO/AIPO (High) – Category A, B, and C

- Quantity:* 3 pieces
- Technical Specifications:*
 - Size: 12"
 - Material: Clear glass, text engraved on a metal plate, polished, black acrylic





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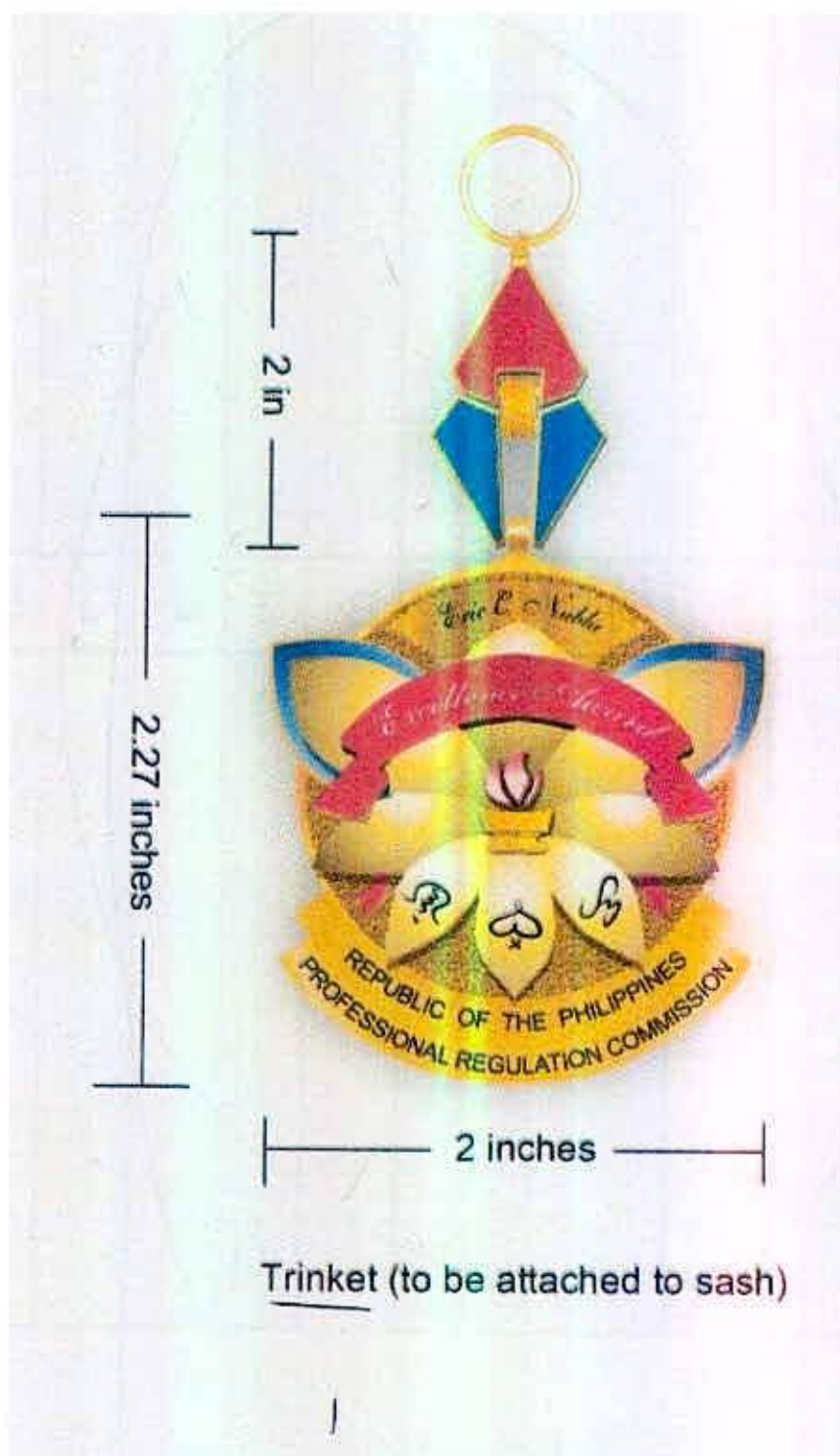
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Lot 3: Trinket and Medallion for 2025 Nubla Excellence Awardee

1. Trinket

- a. *Quantity:* 1 piece
- b. *Technical Specifications:*
 - i. Size: 2 inches x 2.27 inches x 2 inches
 - ii. Material: Brass
 - iii. Finish: Gold plated



Trinket (to be attached to sash)



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Bids and Awards Committee
Central Office

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Email: bac@prc.gov.ph



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Member

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Member

2. Medallion

a. *Quantity:* 1 piece

b. *Technical Specifications:*

- Size: 3 inches x 3.12 inches
- Material: Brass
- Finish: Gold plated
- With wooden box: brass plate with engraving as per inscription submitted (size: L=15 inches; W= 15 inches; H=3 inches)





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Member

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Member

2025 ERIC C. NUBLA EXCELLNCE AWARD



ADDITIONAL REQUIREMENT AND DELIVERY PERIOD FOR ALL LOTS:

1. The winning bidder must submit actual samples within ten (10) calendar days from the receipt of the contract.
2. All items must be delivered by the winning bidder on or before August 29, 2025.
3. For items with corrections, if any, delivery should be on or before September 3, 2025.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROCUREMENT OF PLAQUES, TROPHIES, MEDALLION, AND TRINKET FOR
THE 2025 PRC AWARDS (LOTS 1 TO 3)**

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 PLAQUES, TROPHIES, MEDALLION, AND TRINKET
FOR THE 2025 PRC AWARDS (LOTS 1 TO 3)
RFQ No. 2025-52

LOT 1 : VARIOUS PLAQUES FOR 2025 OUTSTANDING PROFESSIONAL OF THE YEAR AWARDEES, GUESTS, SEAL OF EXCELLENCE AWARD, AND AWARD OF DISTINCTION				
Requirements <i>(Refer to the Technical Specifications above)</i>	Qty	ABC	BID PRICE PER UNIT	TOTAL BID PRICE (In figure and in words)
Outstanding Professional of the Year 2025	39 pcs	Php 135,174.00/ Php3,466.00 per unit		
Seal of Excellence in Continued Partnership	1 pc	Php3,462.67		
Guest Speaker	1 pc	Php3,266.67		
Special Guest	1 pc	Php3,233.33		
Panel of Judges	3 pcs	Php9,848.01/ Php 3,282.67 per unit		
Award of Distinction	1 pc	Php3,799.33		
TOTAL ABC – Php 158,784.01			TOTAL BID	



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**LOT 2: PROCUREMENT OF TROPHIES FOR 2025 OUTSTANDING
ACCREDITED PROFESSIONAL ORGANIZATION (A.P.O) OF THE YEAR
AWARD**

Requirements (Refer to the Technical Specifications above)	Qty	ABC	BID PRICE PER UNIT	TOTAL BID PRICE (In figure and in words)
Participating APO/ AIPO (Small)	15 pcs	Php53,389.95/ Php3,559.33 per unit		
Outstanding APO/ AIPO (High)	3 pcs	Php11,397.99/ Php3,799.33 per unit		
TOTAL ABC – Php 64,787.94			TOTAL BID	

**LOT 3: PROCUREMENT OF TRINKET AND MEDALLION FOR
2025 NUBLA EXCELLENCE AWARDEE**

Requirements (Refer to the Technical Specifications above)	Qty	ABC	BID PRICE PER UNIT	TOTAL BID PRICE (In figure and in words)
Trinket	1 pc	Php5,906.00		
Medallion	1 pc	Php6,276.00		
TOTAL ABC – Php 12,182.00			TOTAL BID	

Note: The financial bid shall not exceed the bid price per unit AND the total bid price, and shall include VAT, other taxes, and bank charges.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: