



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Iloilo Regional Office  
2<sup>nd</sup> Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City  
Tel. No.: (033) 329-2730  
Fax: (033) 329-2410



  
**LOEL L. MAMON**  
Chairperson

  
**SHERIEL E. LOLOY**  
Vice-Chairperson

  
**MARY ANN D. DEGALA**  
Member

  
**JENNIFER M. MOLEÑO**  
Member

  
**MARJANE GRACE C. LAYSON**  
Provisional Member

  
**FLOYD P. ALAGBAN**  
Provisional Member

### SECRETARIAT:

  
**SALOME PRECIOSA G. DAYMOTO**  
Secretary

  
**MARY GRACE L. CATALAN**  
Member

  
**CHERRIE ANN D. AGOT**  
Member

  
**JASMARBINA KHLOE P. DUMAGUIN**  
Member

### REQUEST FOR QUOTATION

(RFQ) No. 2025-028

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

Dear Sir/Madam:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission – Iloilo Regional Office is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Supply and Delivery of Monochrome and Colored Printer.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

For inquiries, you may call the BAC Secretariat at Facsimile No. (033) 329-2410 or email at [proc6.bac@gmail.com](mailto:proc6.bac@gmail.com).

Thank you.

Very truly yours,

**LOEL L. MAMON**  
BAC Chairperson



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REQUEST FOR QUOTATION  
(RFQ) No. 2025-028  
(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – ILOILO REGIONAL OFFICE (PRC-ILO)**, with office address at 2<sup>nd</sup> Flr. Gaisano ICC Mall, San Rafael Mandurriao, Iloilo City, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Supply and Delivery of Monochrome and Colored Printer** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184.

Name of Project:	Supply and Delivery of Monochrome and Colored Printer (RFQ No. 2025-028)
Approved Budget for the Contract (ABC):	Two Hundred Forty-Six Thousand Pesos (P246,000.00), inclusive of all government applicable taxes and charges
Location:	PRC Iloilo Regional Office, Mandurriao, Iloilo City
Specification:	See attached <b>Annex “A”</b> for the Term of Reference and <b>Annex “B”</b> for Financial Bid
Delivery Date:	Within 10 days upon receipt of the approved Purchase Order (P.O.)

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal manually, through facsimile or via email, [prc6.bac@gmail.com](mailto:prc6.bac@gmail.com) duly signed by the owner or his duly authorized representative **on or before 3:00 o’clock in the afternoon of June 16, 2025** at the Finance and Administrative Division, PRC Regional Office VI, 2<sup>nd</sup> Flr. Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City, the quotation will be evaluated on **June 16, 2025 at 3:00 o’clock in the afternoon** at the PRC Conference Room, PRC Regional Office VI, 2nd Floor Gaisano ICC Mall, San Rafael, Mandurriao, Iloilo City.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendars days from the date of submission of the quotation.
3. Price quotations to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Award of Contract shall be issued to the supplier with the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.



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Member

7. Payment shall be made within 90 days upon completion of the delivery and receipt of the Statement of Account/Billing Statement/Charge Invoice, on a check basis

Copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with your quotation/proposal:

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. **Valid PhilGEPS Certificate of Registration or Proof of Registration/Renewal;**

3. **Latest Income/Business Tax Return**

*(for ABCs above P500,000.00)*

4. **Secretary's Certificate / Authorization to sign as representative**

5. **Omnibus Sworn Statement**

*(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment)*

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.

For inquiries, you may call BAC Secretariat at Facsimile No. (033) 329-2410 or email at [prc6.bac@gmail.com](mailto:prc6.bac@gmail.com).

Very truly yours,

**LOEL L. MAMON**  
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ANNEX “A”

TERMS OF REFERENCE (TOR)  
Supply and Delivery of Monochrome and Colored Printer

I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Two Hundred Forty-Six Thousand Pesos (P246,000.00), inclusive of all taxes and bank charges.**

II. Specifications

Lot No.	Item	Specifications	Statement of Compliance (Comply or Not Comply)
1	3	<p>Monochrome Printer</p> <ol style="list-style-type: none"><li>Minimum 40 ppm (A4)</li><li>First Page Out: ≤ 6.5 seconds</li><li>Resolution: True 1200 x 1200 dpi</li><li>Processor &amp; Memory: 800 MHz, 256 MB (expandable to 512 MB)</li><li>Paper Handling: 250-sheet input tray + 100-sheet bypass tray; duplex printing; expandable to 850 sheets</li><li>Connectivity: USB 2.0, Gigabit Ethernet; supports AirPrint, Mopria, mobile printing</li><li>Compatibility: Windows, macOS, Linux</li><li>Toner Yield: Minimum 7,200 pages @ 5% coverage</li><li>Drum Life: Separate from toner; long-life design</li><li>Monthly Duty Cycle: At least 50,000 pages</li><li>Noise / Power Use: ≤ 50 dB; ≤ 620W operational; ≤ 1W sleep</li><li>Physical Size: Weight ≤ 14 kg</li><li>Environmental Compliance: Energy Star, RoHS, EPEAT certified</li><li>Warranty: <b>Lifetime service warranty on the printer unit</b> provided genuine/original consumables are used throughout the product's life.</li></ol>	

  
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		<div>15. Drum Warranty: Lifetime warranty or up to 100,000 pages, whichever comes first</div> <div>16. Manufacturer’s certificate addressed to the RBAC that the bidder is an authorized reseller or distributor of the brand to be offered during the opening of bids.</div> <div>17. Technical Support: The provider must offer free onsite technical support during the warranty period.</div>	
3	Colored Printer	<div>1. Color Laser Printer</div> <div>2. At least 26 pages per minute (A4, color and black &amp; white)</div> <div>3. Resolution: Up to 1200 x 1200 dpi</div> <div>4. Processor: Minimum 800 MHz</div> <div>5. Memory: at least 512 MB RAM</div> <div>6. Duplex Printing: Automatic double-sided</div> <div>7. Paper Handling: 250-sheet input tray minimum, 50-sheet multipurpose tray, 50-sheet output tray minimum, Supports A4, A5, A6, Letter, Legal, and custom sizes, supports plain, recycled, labels, transparencies, cardstock</div> <div>8. Monthly Duty Cycle: Up to 50,000 pages per month</div> <div>9. Connectivity: USB 2.0, Gigabit Ethernet, Wi-Fi 802.11 b/g/n</div> <div>10. Mobile printing support: Supports Apple Air Print, Google Cloud Print</div> <div>11. Operating Systems: Compatible with Windows, Mac OS, Linux</div> <div>12. Power Consumption: Max: 345W (operation), 1W (sleep mode)</div> <div>13. Dimensions: Max: 410 mm x 410 mm x 329 mm (W x D x H)</div> <div>14. Drum Life: Separate from toner; long-life design</div> <div>15. Environmental Compliance: Energy Star, RoHS, EPEAT certified</div> <div>16. Warranty: <b>Lifetime service warranty on the printer unit</b> provided genuine/original consumables are used throughout the product's life.</div> <div>17. Drum Warranty: Lifetime warranty</div>	



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ACKNOWLEDGEMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
SUPPLY AND DELIVERY OF MONOCHROME AND COLORED PRINTER

SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX “B”

  
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Member

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 items/s as follows:

Project Name	Approved Budget for the Contract (ABC) Unit Cost Total Cost	BID QUOTATION
1 lot Supply and Delivery of Monochrome and Colored Printer	Two Hundred Forty-Six Thousand Pesos (P246,000.00)	

Total Bid Price for the Project (inclusive of all taxes and bank charges)

In Figures: \_\_\_\_\_  
In Words: \_\_\_\_\_

*\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.*

\_\_\_\_\_  
Bidder’s authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact No.: \_\_\_\_\_