



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)

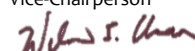


### REQUEST FOR QUOTATION (RFQ) No. 2020 – 54 and 55 (Negotiated Procurement – Small Value Procurement)

#### REGULAR MEMBERS

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

#### ALTERNATE MEMBERS

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**ARJAY R. ROSALES**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

#### PROVISIONAL MEMBERS

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

#### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**YVETTE V. PEREZ**  
Member

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

Date: December 23, 2020

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:


The Bids and Awards Committee of the Professional Regulation Commission 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 PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2).**

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. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



### REGULAR MEMBERS

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

### ALTERNATE MEMBERS

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**ARJAY R. ROSALES**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

### PROVISIONAL MEMBERS

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**YVETTE V. PEREZ**  
Member

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

## REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Supply and Delivery of PRC Stationery in Multicopy Paper- A4 and Legal Size (Lot 1 And 2)** 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 PRC Stationery in Multicopy Paper- A4 and Legal Size (Lot 1 And 2):

**Lot 1 – One Hundred Fifty (150) reams of PRC Stationery Paper - A4 Size with Approved Budget for the Contract of Seventy-Two Thousand Four Hundred and Fifty Pesos (Php72,450.00) – RFQ NO. 2020-54**

**Lot 2 – Fourty - Four (44) reams of PRC Stationery Paper – Legal Size with Approved Budget for the Contract of Twenty-Four Thousand Two Hundred Eighty-Eight Pesos (Php24,288.00) – RFQ NO. 2020-55**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 10:00 in the morning of December 28, 2020** at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **December 28, 2020, on 3:00pm** in the afternoon, in the presence of the representative who may choose to attend.

### ❖ 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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which 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.



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



### REGULAR MEMBERS

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

### ALTERNATE MEMBERS

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

  
**ARJAY R. ROSALES**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

### PROVISIONAL MEMBERS

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**YVETTE V. PEREZ**  
Member

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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. 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.)*

5. Secretary's Certificate / Authorization to sign as representative

- ❖ *For Individual (only the BIR Certificate of Registration shall 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.*

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 contact the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Very truly yours,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



ANNEX "A"

## TERMS OF REFERENCE (TOR)

### SUPPLY AND DELIVERY OF PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2)

(Through Negotiated Procurement Pursuant to Section 53.9 of  
the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

#### REGULAR MEMBERS

**ARISTOGERSON T. GESMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

**WILMA T. UNANA**  
Member

**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

#### ALTERNATE MEMBERS

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**ARJAY R. ROSALES**  
Member

**HENRIETTA P. NARVAEZ**  
Member

#### PROVISIONAL MEMBERS

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

#### SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**YVETTE V. PEREZ**  
Member

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

#### I. 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 Ninety-Six Thousand Seven Hundred and Thirty - Eight Pesos (Php96,738.00) inclusive of all applicable bank and government charges.

#### II. Specification

SUPPLY AND DELIVERY OF PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2)		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
<b>RFQ NO. 2020-54</b> Lot 1 – PRC Stationery in Multicopy Paper - A4 Size	150 reams	<ul style="list-style-type: none"><li>Paper, Multicopy A4</li><li>Size: 210MM x 297MM</li><li>Size Tolerance: (+2 min in either direction) grammage size</li><li>Tolerance: - 5%, for lazer printer, high speed copier, lithographic printing, etc., cut sizes shall be along machine direction, stiffness (gurley), MD, 300 Un m min. 500 sheets per ream. Thickness: 0.09 mm min. with ISO NCR certification logo.</li></ul>
<b>RFQ NO. 2020-55</b> Lot 2 – PRC Stationery in Multicopy Paper – Legal Size	44 reams	<ul style="list-style-type: none"><li>Paper, Multicopy, Legal, 80gsm</li><li>Size: 216MM x 330MM</li><li>Size Tolerance: (+2 min in either direction) grammage size</li><li>Tolerance: - 5%, for lazer printer, high speed copier, lithographic printing, etc., cut sizes shall be along machine direction, stiffness (gurley), MD, 300 Un m min. 500 sheets per ream. Thickness: 0.09 mm min. with ISO NCR certification logo</li></ul>

**Delivery Period: Fifteen (15) days upon receipt of the Contract**

#### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2)

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





Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



ANNEX “B”

REGULAR MEMBERS

  
ARISTOGERSON T. GESMUNDO  
Chairman


OMAIMAH E. GANDAMRA  
Vice-Chairperson

  
WILMA T. UNANA  
Member

  
CRISANTO L. DECENA  
Member

CARLA ANGELINE B. UJANO  
Member

ALTERNATE MEMBERS

  
MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

ARJAY R. ROSALES  
Member

  
HENRIETTA P. NARVAEZ  
Member

PROVISIONAL MEMBERS

TEODORO V. MENDOZA II  
Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO  
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN  
Secretary

YVETTE V. PEREZ  
Member

MARGIERY D. DULIN  
Member

MARIA ENRICA D. JUBAY  
Member

CHRISTOPHER A. MAYO  
Member

ELIEZER C. LEYCO  
Member

LIEZEL F. BURAGA  
Member

JOEL P. IGNACIO  
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 item/s as follows:

SUPPLY AND DELIVERY OF PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2).			BID QUOTATION
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	
Lot 1 – PRC Stationery in Multicopy Paper - A4 Size	150 reams	Seventy – Two Thousand Four Hundred and Fifty Pesos (Php72,450.00)	
Lot 2 – PRC Stationery in Multicopy Paper – Legal Size	44 reams	Twenty - Four Thousand Two Hundred and Eighty – Eight Pesos (Php24,288.00)	
TOTAL		Ninety - Six Thousand Seven Hundred and Thirty - Eight Pesos (Php96,738.00)	

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

SUPPLY AND DELIVERY OF PRC STATIONERY IN MULTICOPY PAPER- A4 AND LEGAL SIZE (Lot 1 and 2).

(LOT 1. PRC Stationery in Multicopy Paper - A4 Size):

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

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



# Bids and Awards Committee

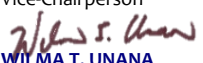
Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS

  
**ARISTOGERSON T. GESMUNDO**  
Chairman

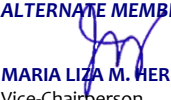
**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

  
**WILMA T. UNANA**  
Member

  
**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

## ALTERNATE MEMBERS

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**ARJAY R. ROSALES**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

## PROVISIONAL MEMBERS

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**YVETTE V. PEREZ**  
Member

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**LIEZEL F. BURAGA**  
Member

**JOEL P. IGNACIO**  
Member

## (LOT 2. PRC Stationery in Multicopy Paper – Legal Size):

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: \_\_\_\_\_