



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037



## REGULAR MEMBERS:

**JOSE Y. CUETO, JR.**  
Chairman

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

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

**JANE R. SEVESES**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

**REGIE O. TORRES**  
Provisional Member, IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
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**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION

(RFQ) No. 2022-40

(Negotiated Procurement – Small Value Procurement)

Date:

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: **PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)**.

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,

**JOSE Y. CUETO, JR.**  
Commissioner  
BAC Chairman



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## 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: **Procurement of Office Supplies (Certificate Holders)** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project :</b>	<b>PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)</b>
<b>Approved Budget for the Contract :</b>	<b>Ten Thousand Pesos (Php10,000.00)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>
<b>Specification :</b>	<b>See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.</b>

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided **herein on or before 8:00 in the morning of June 22, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **June 22, 2022, at 10:00 in the morning. Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC Secretariat’s email address.**

### ❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.



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

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equivalent to 10% of the contract price by the winning service provider.

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. Duly notarized Secretary's Certificate (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).

- ❖ *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,

JOSE Y. CUETO, JR.  
Commissioner  
BAC Chairman



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ANNEX "A"

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## TERMS OF REFERENCE (TOR)

### PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)

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

#### 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 **Ten Thousand Pesos (Php10,000.00)** inclusive of all applicable bank and government charges.

#### II. Specification

PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)	
QTY	Technical Specifications and Schedule of Requirement
<b>50</b>	Certificate Holders <ul style="list-style-type: none"> <li>• A4 Size</li> <li>• Two Fold leatherette cover</li> <li>• With PRC Logo, lining and text on the front cover are colored gold</li> <li>• Colors representing the type of awards as attached</li> </ul> <b>DELIVERY PERIOD:</b> <ul style="list-style-type: none"> <li>➤ <b>Within Ten (10) calendar days from receipt of the Approved Contract</b></li> </ul>

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)

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



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ANNEX "B"

### REGULAR MEMBERS:

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## 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:

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

### PROCUREMENT OF OFFICE SUPPLIES (CERTIFICATE HOLDERS)

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: \_\_\_\_\_