



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



REGULAR MEMBERS:

ERWIN M. ENAD
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

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TEODORO V. MENDOZA II
Member

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CRISANTO L. DECENA
Provisional Member, Non-IT Projects

REGIE O. TORRES
Provisional Member, IT Projects

SECRETARIAT:

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Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
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CHRISTOPHER A. MAYO
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ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION

(RFQ) No. 2022-82

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

PHILGEPS Registration Number (required):

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 in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project:

PROCUREMENT FOR THE SUPPLIES AND MATERIALS INCLUDING THE DELIVERY AND INSTALLATION OF GLASS MIRRORS FOR THE PRC'S EMPLOYEES AND PUBLIC COMFORT ROOMS

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 29 September 2022 at 8:00 AM**. Evaluation of quotation/proposal will be on **29 September 2022, at 9:30 AM** 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:

- 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)
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
(for ABCs above P500,000.00)



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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) / Special Power of Attorney 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.

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.

Thank you.

Very truly yours,

ERWIN M. ENAD
Commissioner
BAC Chairman



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ANNEX "A"

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

❖ TERMS OF REFERENCE

Name of Project :	PROCUREMENT FOR THE SUPPLIES AND MATERIALS INCLUDING THE DELIVERY AND INSTALLATION OF GLASS MIRRORS FOR THE PRC'S EMPLOYEES AND PUBLIC COMFORT ROOMS
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-Three Thousand Pesos (Php93,000.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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ITEMS	QTY	Technical Specifications and Schedule of Requirement
<p align="center">SUPPLIES AND MATERIALS INCLUDING THE DELIVERY AND INSTALLATION OF GLASS MIRRORS</p>	<p align="center">1 Lot</p>	<p>The Winning Bidder shall provide:</p> <p>a) The supplies and materials including the delivery and installation of glass mirrors for the PRC's employees and public comfort rooms</p> <p>Specifications</p> <p>Glass Mirror = 8 pcs – 80cm x 60cm x ¼” = 2 pcs – 80cm x 100cm x ¼” = 3 pcs – 80cm x 120cm x ¼” = 7 pcs – 80cm x 70cm x ¼” = 3 pcs – 80cm x 90cm x ¼” = 4 pcs – 80cm x 50cm x ¼” = 1 pc – 80cm x 150cm x ¼” = 3 pcs – 80cm x 80cm x ¼” = 1 pc – 70cm x 60cm x ¼”</p> <p>Materials to be used:</p> <p>a) Super white aluminum frame (1” x 2”) with glass silicon/sealant</p> <p>SCOPE OF WORKS/INSTALLATION REQUIREMENTS</p> <ol style="list-style-type: none"> The winning bidder shall supply and install the various glass mirrors at PROFESSIONAL REGULATION COMMISSION located at P Paredes Street, Sampaloc, Manila. All supplies and materials for the various glass mirrors shall be supplied by the winning bidder. Only skilled/authorized personnel of the winning bidder shall be allowed to install-the various glass mirrors. The cost for the replacement of the supplies/ materials/found to be defective due to normal wear and tear or damage due to normal operating conditions, and the cost for the corresponding services, shall first be presented by the winning bidder to the PRC through a quotation and shall secure the approval of the PRC prior to



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		<p>implementation of the necessary works</p> <p>5. The winning bidder will undertake the above-described services for and in consideration of (amount to be agreed; VAT included) which will be paid by the PRC after services have been rendered and Certificate of Completion have been issued by the end user.</p> <p>6. All regular services will be undertaken by the winning bidder during the regular working hours within regular working days in accordance with existing government regulations. Any overtime service done beyond these regular working hours, at the PRC's request, will be charged extra at the winning bidder's prevailing overtime rate.</p> <p>7. The winning bidder will dismantle and haul the existing various glass mirrors, to clean after the new glass mirrors are installed.</p> <p>8. The winning bidder will supply and install the various glass mirrors within twenty-two (22) working days</p> <p>DELIVERY SCHEDULE: Twenty-two (22) working days upon receipt of contract.</p>
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ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT FOR THE SUPPLIES AND MATERIALS INCLUDING THE DELIVERY AND INSTALLATION OF GLASS MIRRORS FOR THE PRC'S EMPLOYEES AND PUBLIC COMFORT ROOMS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF 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 FOR THE SUPPLIES AND MATERIALS INCLUDING THE DELIVERY AND INSTALLATION OF GLASS MIRRORS FOR THE PRC'S EMPLOYEES AND PUBLIC COMFORT ROOMS			TOTAL BID PRICE QUOTATION (In Figure and In Words)
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	
Supplies And Materials Including The Delivery And Installation Of Glass Mirrors	1 lot	Ninety-Three Thousand Pesos (Php93,000.00)	

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

PLEASE QUOTE YOUR BEST OFFER FOR THE ABOVE ITEM/S. KINDLY FILL OUT THE FORM COMPLETELY AND INDICATE "NO BID" FOR THE PROJECTS WITHOUT BID PROPOSAL.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: