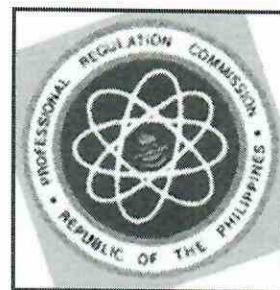




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037
Email: prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIER D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (RFQ) No. 2019-03, 04, & 05 (Negotiated 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: **Supply and Delivery of Accountable Form and Office Supplies: Lot 1 – Various Permanent Examination and Registration Record Card (PERRC) Numbered, Lot 2 – Daily Time Record (DTR), and Lot 3 – Employees Leave Card.**

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

For inquiries you may email at prcbac2013@gmail.com or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

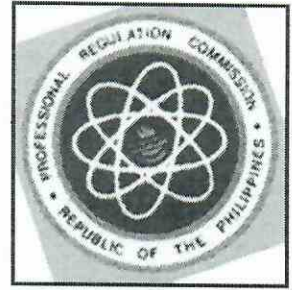
Very truly yours,

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: 310-0037
Email: prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZAM HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (Negotiated 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 Accountable Form and Office Supplies: Lot 1 – Various Permanent Examination and Registration Record Card (PERRC) Numbered, Lot 2 – Daily Time Record (DTR), and Lot 3 – Employees Leave Card** 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 Accountable Form and Office Supplies:**

Lot 1 – Various Permanent Examination and Registration Record Card (PERRC) Numbered with Approved Budget for the Contract of Two Hundred Forty-Six Thousand, Five Hundred Forty-One Pesos and Five Centavos (P246,541.05) RFQ – NP No. 2019 – 03

Lot 2 – Daily Time Record (DTR) with Approved Budget for the Contract of Twelve Thousand Pesos (P12,000.00) RFQ – NP No. 2019 – 04

Lot 3 – Employees Leave Card with Approved Budget for the Contract of Seventeen Thousand Pesos (P17,000.00) RFQ – NP No. 2019 – 05

Location : Professional Regulation Commission
P. Paredes St., Sampaloc, Manila

Specification : See attached **Annex “A”** for the Term of Reference and **Annex “B”** for Financial Bid.

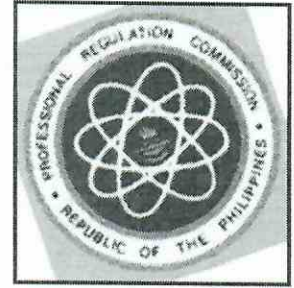
Delivery Date : See attached **Annex “A”** for Schedule of Delivery

Interested bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 2 o'clock in the afternoon of December 27, 2018** at the BAC Office, QMS Section, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the sealed envelope containing the quotation will be opened at the Conference Room, 4th Floor PRC Annex Building, in the presence of the representative who may choose to attend.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037
Email: prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZAM M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s 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 made to 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.

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
2. PhilGEPS Registration Number
3. Latest Income / Business Tax Return
(Except for government agencies as lessor)

***For Individual** (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)

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. 310-0037

Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIERY D. DULIN
Member

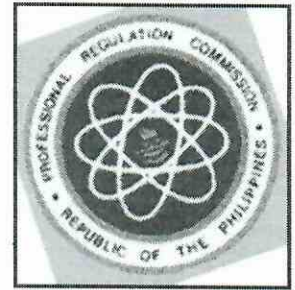
GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037
Email: prcbac2013@gmail.com



ANNEX "A"

TERM OF REFERENCE (TOR)

SUPPLY AND DELIVERY OF ACCOUNTABLE FORM AND OFFICE SUPPLIES: LOT 1 – VARIOUS PERMANENT EXAMINATION AND REGISTRATION RECORD CARD (PERRC) NUMBERED, LOT 2 – DAILY TIME RECORDS (DTR), AND LOT 3 – EMPLOYEES LEAVE CARD

(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 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 Seventy-Five Thousand, Five Hundred Forty-One Pesos and Five Centavos (P275,541.05), inclusive of all applicable bank and government charges.

II. Specification

QUANTITY	SPECIFICATION	SCHEDULE OF DELIVEERY
182,623 pcs.	Various Permanent Examination and Registration Record Card (PERRC) – Numbered <ul style="list-style-type: none">Serial No. 4058876 – 4241498Size : 4 ½" x 7 ½"Materials : Vellum 120Color : Black & White Back PrintQuality : Offset PrintingOthers : With Serial NumbersSee attached sample Annex "C"	15 working days upon receipt of notice to deliver. 1st Quarter = 52,201 pcs. 2nd Quarter = 46,072 pcs. 3rd Quarter = 46,900 pcs. 4th Quarter = 37,450 pcs. Total of = 182,623 pcs.
4,000 pcs.	Daily Time Record (DTR) <ul style="list-style-type: none">Compatible with Analog Bundy Clock, Model No. 2CRH-Iwata, DC-Input-13V-1000MASee attached sample Annex "D"	15 working days upon receipt of notice to deliver. 2nd Quarter = 4,000 pcs.
2,000 pcs.	Employees Leave Card <ul style="list-style-type: none">Size : 11 ½" x 8 ½"Material : Tagboardsee attached sample Annex "E"	15 working days upon receipt of notice to deliver. 1st Quarter = 2,000 pcs.

ACKNOWLEDGMENT AND COMPLIANCE

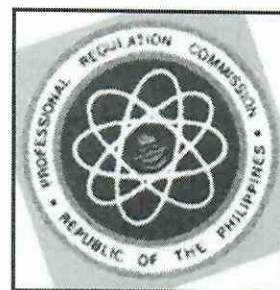
WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF ACCOUNTABLE FORM AND OFFICE SUPPLIES: LOT 1 – VARIOUS PERMANENT EXAMINATION AND REGISTRATION RECORD CARD (PERRC) NUMBERED, LOT 2 – DAILY TIME RECORDS (DTR), AND LOT 3 – EMPLOYEES LEAVE CARD

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: 310-0037
Email: prcbac2013@gmail.com



ANNEX "B"

ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZAM HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIER D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
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:

Total Bid Price for the Project (Inclusive of all Taxes)

**SUPPLY AND DELIVERY OF ACCOUNTABLE FORM AND OFFICE SUPPLIES:
(INSERT LOT NUMBER & TITLE)**

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: _____

NOT FOR SALE
REPRODUCTION NOT ALLOWED

Professional Regulation Commission
**PERMANENT EXAMINATION AND
REGISTRATION RECORD CARD**

(To be printed in BOLD letters personally by applicant)

Deficiency Code : _____
Lifting Reference : _____
Entered by : _____

Paste here
your recent
PASSPORT SIZE
colored picture with
complete name tag
in plain white background

**IMPOSTOR WILL BE
PROSECUTED**

I hereby certify that all
information that I have
written herein are true and
correct of my own
knowledge and that I am
fully aware that any false
information renders me
liable for criminal
prosecution.

(Signature)

(Right Thumbmark)

PROFESSION / BOARD OF				
LAST NAME		FIRST NAME	MIDDLE NAME	MIDDLE INITIAL
Residence/Complete Mailing Address				
Date of Birth (mm/dd/yyyy)		Place Of Birth (City/Town/Province)		
Citizenship		<input type="checkbox"/> Single <input type="checkbox"/> Widow/er <input type="checkbox"/> Male <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Female	Spouse's Name and Citizenship	
Father's Name and Citizenship		Mother's Name and Citizenship		
School Attended/Location		Degree / Course Completed		Date Graduated (mm/dd/yyyy)

EXAMINATION RECORD (To be filled up by PRC)						REFRESHER COURSE SUBMITTED (To be filled up by PRC)	
Date Taken	Venue	Rating	P/F/Cond	Exam No	Recorded by (signature)	FROM	TO
1.						SCHOOL	
2.							
3.							
4.							

Subscribed and sworn to before this _____ day of _____ 20____ at _____. Affiant applicant exhibited to me his/her government-issued ID with his/her signature and picture appearing thereon.

PRC Administering Officer

NOT FOR SALE
REPRODUCTION NOT ALLOWED

REGISTRATION RECORD

LAST NAME		FIRST NAME		MIDDLE NAME		MIDDLE INITIAL
(To be filled up by PRC)						
Reg. /License No.	Registration Date (mm/dd/yyyy)	Name of Profession		Verified by (Signature)	Registered by (Signature)	
Amended / Corrected Name / Date of Birth		Res. No. Letter		Date	Entered By (Signature)	

RENEWAL RECORD					
YEAR/S	Amount / O.R. No. / Date	Encoded by (Signature)	Taken by (Printed Name & Signature)	Issued by (Signature)	Date

Daily Time Record (DTR)

FRONT

No. _____ Pay Ending _____ 20____

Name _____ Position _____

Dept. _____ Age _____

	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
Reg.					Fines	
Over					Withhold- ing Tax	
					S.S.S	
Total Earnings						
Less Deductions						
NET PAY				TOTAL		

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

I hereby certify that the above records are true and correct.

MODEL-9,000

EMPLOYEE'S SIGNATURE

BACK

No. _____ Pay Ending _____ 20____

Name _____ Position _____

Dept. _____ Age _____

	Hours	Rate	Amount	DEDUCTIONS	ABSENCES	
Reg.					Fines	
Over					Withhold- ing Tax	
					S.S.S	
Total Earnings						
Less Deductions						
NET PAY				TOTAL		

Days	MORNING		AFTERNOON		OVERTIME	
	IN	OUT	IN	OUT	IN	OUT
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

I hereby certify that the above records are true and correct.

MODEL-9,000

EMPLOYEE'S SIGNATURE

8
P.
P.

11 1/2"

11 1/2"

8