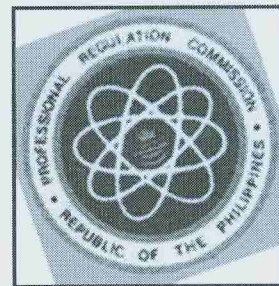


## Bids and Awards Committee

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 LIZ 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. 2018-004 (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 Various Permanent Examination and Registration Record Card (PERRC) Numbered and Unnumbered, Daily Time Record (DTR), Employees Leave Card, and BOA (BACC Form No. 04)**

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](mailto:prcbac2013@gmail.com) or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

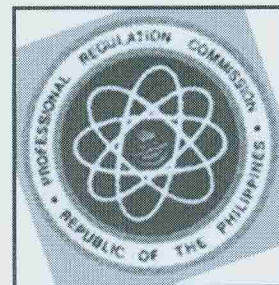
Very truly yours,

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



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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 Various Permanent Examination and Registration Record Card (PERRC) Numbered and Unnumbered, Daily Time Record (DTR), Employees Leave Card, and BOA (BACC Form No. 04)** 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 Various Permanent Examination and Registration Record Card (PERRC) Numbered and Unnumbered, Daily Time Record Card (DTR), Employees Leave Card and BOA (BACC Form No. 04) RFQ – NP No. 2018 – 004

**Approved Budget for the Contract:** Four Hundred Sixty-nine Thousand Two Hundred Fifty Pesos (P469,250.00)

**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 :** Must be delivered Fifteen (15) calendar days upon receipt of Notice to Deliver.

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 10 o'clock in the morning of February 26, 2018** at the BAC Office, QMS Section, 3<sup>rd</sup> 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, 2<sup>nd</sup> Floor PRC Main Building, in the presence of the representative who may choose to attend.

### ❖ TERMS AND CONDITIONS

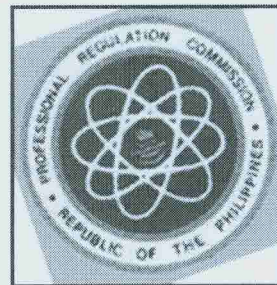
1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.





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Member

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)
4. Omnibus Sworn Statement

***\*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

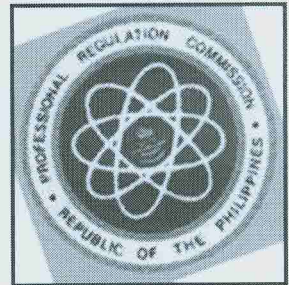
Very truly yours,

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



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ANNEX "A"

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Chairman

ARJAY R. ROSALES  
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Member

LIEZEL F. BURAGA  
Member

### TERM OF REFERENCE (TOR)

#### SUPPLY AND DELIVERY OF VARIOUS PERMANENT EXAMINATION AND REGISTRATION RECORD CARD (PERRC) NUMBERED AND UNNUMBERED, DAILY TIME RECORD (DTR), EMPLOYEES LEAVE CARD, AND BOA (BACC FORM NO. 04)

(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 Four Hundred Sixty-nine Thousand Two Hundred Fifty Pesos (P469,250.00) inclusive of all applicable bank and government charges.

#### II. Specification

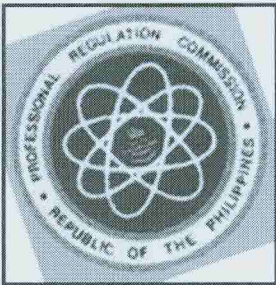
QUANTITY	SPECIFICATION	SCHEDULE OF DELIVEERY
320,000 pcs.	<b>Various Permanent Examination and Registration Record Card (PERRC) – Numbered</b> <ul style="list-style-type: none"><li>Serial No. 3738876 – 4058875</li><li>Size : 4 ½" x 7 ½"</li><li>Materials : Vellum 120</li><li>Color : Black &amp; White Back Print</li><li>Quality : Offset Printing</li><li>Others : With Serial Numbers</li><li>See attached sample <b>Annex "C"</b></li></ul>	15 working days upon receipt of notice to deliver.  <b>1<sup>st</sup> Quarter = 80,000 pcs.</b> <b>2<sup>nd</sup> Quarter = 80,000 pcs.</b> <b>3<sup>rd</sup> Quarter = 80,000 pcs.</b> <b>4<sup>th</sup> Quarter = 80,000 pcs.</b>
20,000 pcs.	<b>Various Permanent Examination and Registration Record Card (PERRC) – Unnumbered</b> <ul style="list-style-type: none"><li>Size : 4 ½" x 7 ½"</li><li>Materials : Vellum 120</li><li>Color : Black &amp; White Back Print</li><li>Quality : Offset Printing</li><li>See attached sample <b>Annex "D"</b></li></ul>	15 working days upon receipt of notice to deliver.  <b>1<sup>st</sup> Quarter = 20,000 pcs.</b>
6,500 pcs.	<b>Daily Time Record (DTR)</b> <ul style="list-style-type: none"><li>Compatible with Analog Bundy Clock, Model No. 2CRH-Iwata, DC-Input-13V-1000MA</li><li>See attached sample <b>Annex "E"</b></li></ul>	15 working days upon receipt of notice to deliver.  <b>1<sup>st</sup> Quarter = 6,500 pcs.</b>
1,000 pcs.	<b>Employees Leave Card</b> <ul style="list-style-type: none"><li>Size : 11 ½" x 8"</li><li>Material : Tagboard</li><li>see attached sample <b>Annex "F"</b></li></ul>	15 working days upon receipt of notice to deliver.  <b>1<sup>st</sup> Quarter = 1,000 pcs.</b>
4,500 pcs.	<b>BOA (BACC Form No. 04)</b> <ul style="list-style-type: none"><li>Materials : Vellum 120 (as per sample)</li><li>Color : Black and White with</li></ul>	15 working days upon receipt of notice to deliver.





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	PRC Logo Watermark at the center	1 <sup>st</sup> Quarter = 4,500 pcs.
	<ul style="list-style-type: none"><li>Size : 8 ¼ x 5 ¼ cm</li><li>Control Number : 0001 – 6000</li><li>see attached sample <b>Annex "G"</b></li></ul>	

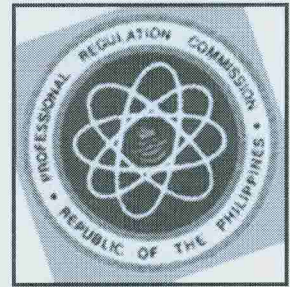
ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE  
SUPPLY AND DELIVERY OF VARIOUS PERMANENT EXAMINATION AND  
REGISTRATION RECORD CARD (PERRC) NUMBERED AND UNNUMBERED, DAILY  
TIME RECORD (DTR), EMPLOYEES LEAVE CARD, AND BOA (BACC FORM NO. 04)

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



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ANNEX "B"

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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)

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: \_\_\_\_\_