



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
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HENRIETTA P. NARVAEZ
Member


WILMA T. UNANA
Member

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Vice-Chairperson


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TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects


CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

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Secretary

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Member

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Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION RFQ No. 2022 – 76 TO 79

Date:

Contact Person:

Name of Company:

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:

SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE (LOT 1 TO 4)

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 20 September 2022 at 9:00 AM**. Evaluation of quotation/proposal will be on **20 September 2022, at 10:00 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:

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.)



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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. 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 :	SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE (LOT 1 TO 4)
Approved Budget for the Contract :	<p>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 inclusive of all applicable bank and government charges for the following projects:</p> <p>Lot 1 – 12-Door Locker Cabinet with Approved Budget for the Contract of Forty-Seven Thousand Four Hundred Pesos (Php47,400.00) – RFQ NO. 2022-76</p> <p>Lot 2 – Conference Table with Approved Budget for the Contract of Thirteen Thousand Two Hundred Eight Pesos and Thirty-Three Centavos (Php13,208.33) – RFQ NO. 2022-77</p> <p>Lot 3 – Office Table with Drawers with Approved Budget for the Contract of Thirty-Nine Thousand Six Hundred Fifty-Eight Pesos and Thirty Centavos (Php39,658.30) – RFQ NO. 2022-78</p>



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	Lot 4 – Office Chairs with Approved Budget for the Contract of Fifty Thousand Forty Pesos (Php50,040.00) – RFQ NO. 2022-79
Location	Professional Regulation Commission P. Paredes St., Sampaloc, Manila

ITEMS	QTY	Technical Specifications and Schedule of Requirement
RFQ NO. 2022-76 12-Door Locker Cabinet	4 pieces	<ul style="list-style-type: none"> ➤ Material: All-metal body ➤ Pre-treatment: Water wash, Chemical wash, Phosphating. ➤ Finish: Durable Electrostatic powder coating. ➤ Fittings: Index holder, keyed Camlock or Padlock latch. ➤ Accessories: 24 keys, assembly screws. ➤ Color: Gray/Light Gray or any available color ➤ Dimensions: 90(W) x 40(D) x 185(H) cm or standard dimension ➤ Weight: 30kgs per locker <p>Delivery Period: within thirty (30) calendar days upon receipt of the approved contract.</p>
RFQ NO. 2022-77 Conference Table	1 piece	<ul style="list-style-type: none"> ➤ Dimension: L71" x W35.4" x H30" ➤ Color: gray or brown ➤ Boat/Oval shaped ➤ Floor levelers ➤ Materials: MDF Board <p>Delivery Period: within thirty (30) calendar days upon receipt of the approved contract.</p>
RFQ NO. 2022-78 Office Table with Drawers	5 pieces	<ul style="list-style-type: none"> ➤ With at least 3 drawers with locking system ➤ Dimensions: Approx. Length 120cm x Width 60cm x Height 75cm or standard dimension ➤ Metal leg with leveling glides



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		<ul style="list-style-type: none"> ➤ Color: Gray / brown or any available color ➤ Laminated wood <p>Delivery Period: within thirty (30) calendar days upon receipt of the approved contract.</p>
RFQ NO. 2022-79 Office Chairs	9 pieces	<ul style="list-style-type: none"> ➤ Highback Mesh Office Chair with armrest, gaslift ➤ 360 degree swivel ➤ Adjustable height ➤ L56 x W59 x H104cm or standard dimension ➤ Color: Black or any available color <p>Delivery Period: within thirty (30) calendar days upon receipt of the approved contract.</p>

**ACKNOWLEDGMENT AND COMPLIANCE
 WITH THE TERMS OF REFERENCE FOR
 SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE (LOT 1 TO 4)
 (INSERT LOT NUMBER AND TITLE)**

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



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ANNEX "B"

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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:

SUPPLY AND DELIVERY OF VARIOUS OFFICE FURNITURE (LOT 1 TO 4)			TOTAL BID PRICE QUOTATION (In Figure and In Words)
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	
Lot 1 - 12-Door Locker Cabinet	4 pieces	Forty-Seven Thousand Four Hundred Pesos (Php47,400.00)	
Lot 2 - Conference Table	1 piece	Thirteen Thousand Two Hundred Eight Pesos and Thirty-Three Centavos (Php13,208.33)	
Lot 3 - Office Table with Drawers	5 pieces	Thirty-Nine Thousand Six Hundred Fifty-Eight Pesos and Thirty Centavos (Php39,658.30)	
Lot 4 - Office Chairs	9 pieces	Fifty Thousand Forty Pesos (Php50,040.00)	

***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: