

Bids and Awards Committee



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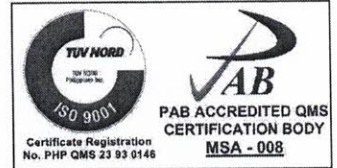
Republic of the Philippines

Professional Regulation Commission

2nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City

Telephone Nos.: (042) 373-73-16 / (042) 373-73-05

Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



REQUEST FOR QUOTATION

PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486)

(RFQ) No. 2025-020

(Negotiated Procurement – Small Value Procurement)

Date: _____

Contact Person: _____

Company Name: _____

Company Address: _____

Contact Details: _____

Sir/Madam:

The Regional Bids and Awards Committee of the Professional Regulation Commission – Regional Office IV-A 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 FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486).**

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

For inquiries, you may call the RBAC Secretariat at Telephone Nos. (042) 373-7316 / (042) 373-7305 or email at ro4a.bac@prc.gov.ph.

Thank you.

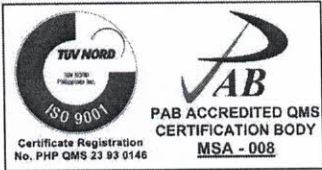
Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson

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REQUEST FOR QUOTATION

PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486) (RFQ) No. 2025-020 (Negotiated Procurement – Small Value Procurement)

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Member

The **PROFESSIONAL REGULATION COMMISSION (PRC) – REGIONAL OFFICE IV-A**, with office address at 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486)** 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:	PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486) (RFQ) No. 2025-020
Approved Budget for the Contract:	Lot 1 – with approved budget of Sixteen Thousand Six Hundred Ninety-Six Pesos and 67/100 (Php 16,696.67) Replacement of timing belt: <div><div>1</div><div>pc</div><div>Oil Seal</div></div> <div><div>1</div><div>pc</div><div>Timing Belt (big)</div></div> <div><div>1</div><div>Pc</div><div>Timing Belt (small)</div></div> <div><div>1</div><div>pc</div><div>Tensioner (small)</div></div> <div><div>3</div><div>pc</div><div>Oil Seal (timing belt)</div></div> <div><div>1</div><div>can</div><div>Brake Cleaner</div></div> <div><div>6</div><div>pc</div><div>Rag's</div></div> <div><div>1</div><div>pc</div><div>Tensioner (big)</div></div> <div><div>6</div><div>liter</div><div>Synthetic Oil</div></div> <div><div>1</div><div>pc</div><div>Oil Filter</div></div> <div>Labor (SKW-486) Model 2012</div>
	Professional Regulation Commission Regional Office IV-A 2/F Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City
Specification:	See attached Annex “A” for the Term of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.
Delivery Date:	15 working days upon receipt of purchase order

Schedule of Activity:

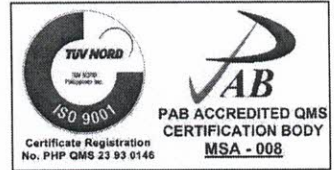
Activity	Date and Time	Remarks
Deadline for submission of Bids	02 May 2025 12:00 PM	<ul style="list-style-type: none">Bids shall be submitted to the above address or through e-mail at ro4a.bac@prc.gov.ph.Bids submitted via e-mail should be password encrypted.Late bids shall not be accepted.

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Opening and Evaluation of Bids	02 May 2025 1:00 PM	
Post-Qualification	05 May 2025 10:30 AM	

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex "B") personally, by mail/courier or via email, duly signed by the owner or his/her duly authorized representative using the "PRC Official Forms" provided herein.

❖ 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" and "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. The bidder with the Lowest Calculated Quotation shall advance to the post-qualification stage during which offered items shall be subjected to inspection and approval of the End-user/s before the award of contract/purchase order.
7. Award of contract / Purchase order shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made upon receipt of Statement of Account/Billing Statement on a bank to bank basis.

In addition to the quotation/proposal, copy 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, as such as Official Receipt of Payment)
2. PhilGEPS Registration Number
3. Duly notarized Secretary's Certificate (for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).

❖ For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.

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Vice-Chairperson

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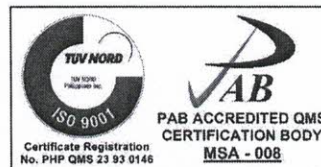
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PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC RBAC reserves the right to accept or reject any or all quotations and impose additional terms and conditions as it may deem proper.

For inquiries, you may contact the RBAC Secretariat at telephone Nos. (042) 373-7316 / (042) 373-7305 or email at ro4a.bac@prc.gov.ph.

Very truly yours,

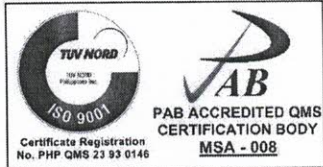

RINA R. DADOR
RBAC Vice-Chairperson

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ANNEX "A"

TECHNICAL SPECIFICATION

PROCUREMENT FOR THE REPAIR AND MAINTENANCE SSSOF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486)

(RFQ) No. 2025-020

(Negotiated Procurement – Small Value Procurement)

/ACANT
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Member

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) provided per LOT ITEM, inclusive of all applicable bank and government charges.

II. Specification

LOT No.	Quantity	Units of Measure	Item & Description	Approved Budget
				Estimated Total Cost
1	1	lot	PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486) Replacement of timing belt: 1pc Oil Seal 1pc Timing Belt (big) 1Pc Timing Belt (small) 1pc Tensioner (small) 3pc Oil Seal (timing belt) 1can Brake Cleaner 6pc Rag's 1pc Tensioner (big) 6liter Synthetic Oil 1pc Oil Filter Labor (SKW-486) Model 2012	Php 16,696.67

III. Payment Scheme

The payment shall be processed upon completion of delivery and acceptance by PRC RO IV-A.

Payment shall be made **within 1 - 15 calendar days upon the receipt of the Statement of Account/ Billing Statement.** The payment shall be on a bank-to-bank transfer basis and shall be made by the upon receipt of the Statement of Account/Billing Statement. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

Bids and Awards Committee



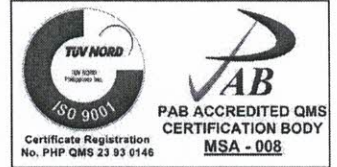
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Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract price/s by the winning supplier.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486)

SIGNATURE OVER PRINTED NAME OF BIDDER/BIDDER'S
AUTHORIZED REPRESENTATIVE, DESIGNATION AND PRINTED NAME
OF COMPANY

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Vice-Chairperson


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JOANNE I. BARLAN
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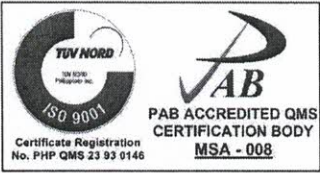
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ANNEX "B"

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:

Lot No.	Quantity	Units of Measure	Item & Description	BID QUOTATION
				Total Cost
1	1	lot	PROCUREMENT FOR THE REPAIR AND MAINTENANCE OF PRC SERVICE VEHICLE MITSUBISHI ADVENTURE (SKW-486)	In Figure: _____ In Words: _____ _____ _____ _____
			Replacement of timing belt:	
			1pc Oil Seal	
			1pc Timing Belt (big)	
			1Pc Timing Belt (small)	
			1pc Tensioner (small)	
			3pc Oil Seal (timing belt)	
			1can Brake Cleaner	
			6pc Rag's	
			1pc Tensioner (big)	
			6liter Synthetic Oil	
			1pc Oil Filter	
			Labor (SKW-486) Model 2012	

Total Bid Price for the Project: (Inclusive of all Taxes and delivery charges)

In Figures: _____
In Words: _____

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

Bidder/ Bidder's authorized representative
signature over printed name

Designation: _____
Company Name: _____
Company Address: _____
Contact No: _____