



Republic of the Philippines
Professional Regulation Commission
National Capital Region
Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila

Telefax: 5310-0026

Email: ncr.bac@prc.gov.ph



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REGULAR MEMBERS:



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Vice-Chairperson


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JOEL P. IGNACIO
Member

REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement
RFQ No. 2025-20

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee (**RBAC**) of the Professional Regulation Commission – National Capital Region (**PRC-NCR**) is inviting you to participate in the Small Value Procurement under Section 34 of the Implementing Rules and Regulations of Republic Act No. 12009 for the project: **PROVISION OF MEALS FOR VARIOUS ACTIVITIES IN CELEBRATION OF 52nd PRC FOUNDING ANNIVERSARY AND PROFESSIONAL REGULATION WEEK**

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 RBAC Secretariat at facsimile No. (02) 53100026 or email at ncr.bac@prc.gov.ph

Thank you.

Truly yours,


AUDREY ANA M. AMPARO
RBAC Chairperson



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REQUEST FOR QUOTATION
(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION (PRC-NCR)**, with office address at P. Paredes St., Sampaloc, Manila, through its Regional Bids and Awards Committee (RBAC), will undertake a Small Value Procurement for the Project: **PROVISION OF MEALS FOR VARIOUS ACTIVITIES IN CELEBRATION OF 52nd PRC FOUNDING ANNIVERSARY AND PROFESSIONAL REGULATION WEEK / RFQ NO. 2025-20** in accordance with Section 34 (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009

Name of Project:	PROVISION OF MEALS FOR VARIOUS ACTIVITIES IN CELEBRATION OF 52nd PRC FOUNDING ANNIVERSARY AND PROFESSIONAL REGULATION WEEK
Total Approved Budget for the Contract:	One Million Nine Hundred Ninety – Nine Thousand and Eight Hundred Pesos (Php. 1,999,800.00)
Specification:	See attached Annexes “A” and “B” for the Terms of Reference and Schedule of Delivery, and Financial Bid.
Delivery Date:	June 10, 11, 16, 17, 18, 19 and 22, 2025

Schedule of Activity:

ACTIVITY	DATE AND TIME	REMARKS
Deadline for Submission of Bids	June 2, 2025 (Monday)/9:00a.m.	Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex “B”) personally, by mail/courier, through facsimile, or via our official email account (ncr.bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “PRC - NCR Official Forms” provided herein on or before 9:00 o’clock in the morning of June 2, 2025 at the RBAC Office, 2nd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila Late bids shall not be accepted
Opening and Evaluation of Bids	June 2, 2025 (Monday)/10:00 a.m.	The quotation/proposal will be evaluated at the NCR Conference Room, 2 nd Floor, PRC Annex Building on June 2, 2025 at 10:00 o’clock in the morning

Bidders may join the bid opening via videoconferencing / face to face upon submission of a Letter of Intent to participate in our official Government electronic mail account (ncr.bac@prc.gov.ph).



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• **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. Sample materials are required during post-qualification.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. Award of Contract 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 within 14-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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 and Current 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. Valid proof of Philippine Government Electronic Procurement System (PhilGEPS) Registration Number
3. Latest Income/Business Tax Return (for ABCs above P500,000.00)



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4. Notarized Omnibus Sworn Statement signed by owner / authorized representative
5. For Sole Proprietorship, duly notarized Special Power of Attorney, if to designate a representative
6. For Corporation, duly notarized Board Resolution/Secretary's Certificate designating authorized representative
 - For Individual / Sole Proprietor, 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 said documents.

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

PRC-NCR 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 RBAC Secretariat at facsimile No. (02) 53100026 or email at ncr.bac@prc.gov.ph.

Truly yours,


AUDREY ANA M. AMPARO
RBAC Chairperson



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ANNEX "A"

**PROVISION OF MEALS FOR VARIOUS ACTIVITIES IN CELEBRATION OF 52nd PRC
FOUNDING ANNIVERSARY AND PROFESSIONAL REGULATION WEEK**

(Through Small Value Procurement Pursuant to Section 34
of the Implementing Rules and Regulations of R.A. 12009)

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) inclusive of all applicable bank and government charges.

Provision of Meals for Various Activities in Celebration of 52nd PRC Founding Anniversary and Professional Regulation Week with Approved Budget for the Contract (ABC) of One Million Nine Hundred Ninety – Nine Thousand and Eight Hundred Pesos (Php. 1,999,800.00).

II. Specification of Pre-Packed Meals

Unit	Item Description	Quantity
	Day 1 : JUNE 10, 2025	
	Activity : Blood Chem	
	Pre-packed meals inclusive but not limited to the following:	
	1. Minimum of 50 participants for the two-day of Blood Chem	
	2. Inclusive of the following:	
pax	Pre-packed AM Snacks	50
	One pan sandwich with chips	
	Canned drink	
pax	Pre-packed lunch	50
	Choice of one (1) appetizer, one (1) vegetable, two (2) Mains (Pork, Beef, fish, and/or Seafood), one (1) dessert served with rice, fruits and one (1) bottled or canned drinks	

Unit	Item Description	Quantity
	Day 2 : JUNE 11, 2025	
	Activity : Blood Chem	
	Pre-packed meals inclusive but not limited to the following:	
	1. Minimum of 50 participants for the two-day of Blood Chem	
	2. Inclusive of the following:	
pax	Pre-packed AM Snacks	50
	One pan sandwich with chips	
	Canned drink	
pax	Pre-packed lunch	50
	Choice of one (1) appetizer, one (1) vegetable, two (2) Mains (Pork, Beef, fish, and/or Seafood), one (1) dessert served with rice, fruits	



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Unit	Item Description	Quantity
	Day 3: JUNE 16, 2025	
	Pre-packed AM Snack meals	150
	Eucharistic Meal	
	Band Playing	
	One pan sandwich with chips	
pax	Overflowing coffee	300
pax	Grazing Table (with Ten (10) Round Table)	300
	Opening Program	
	Ribbon Cutting of PRC Bazaar	
	Assorted food for the grazing table (Filipino Fiesta Theme)	
pax	Pre-packed Lunch meals in a Personalized Box	850
	Opening Program	
	PRC Bazaar	
	Band Playing	
	Choice of one (1) appetizer	
	One (1) vegetable	
	Two (2) Mains (Pork/ Beef/Chicken/ Fish)	
	One (1) dessert / fruits	
	Rice	
	One (1) drink (juice/carbonated drink)	
pax	Pre-packed PM Snack meals	120
	Zumba	
	One pan sandwich with chips	
	One (1) drink (coffee/juice/carbonated drink)	



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Unit	Item Description	Quantity
	Day 4: JUNE 17, 2025	
pax	Pre-packed AM Snack meals	130
	Activities	
	Blood Donation Drive	
	Pet Wellness Day	
	Bazaar	
	One pan sandwich with chips	
	One (1) drink (coffee/juice/carbonated drink)	
pax	Pre-packed Lunch meals	130
	Activities	
	Blood Donation Drive	
	Pet Wellness Day	
	Bazaar	
	One (1) vegetable	
	Two (2) Mains (Pork/ Beef/Chicken/ Fish)	
	One (1) dessert / fruits	
	Rice	
	One (1) drink (juice/carbonated drink)	
pax	Pre-packed PM Snack meals	130
	Activities	
	Blood Donation Drive	
	Pet Wellness Day	
	Bazaar	
	Choice of Pasta/Noodle with side dish (bread/sandwich)	



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Unit	Item Description	Quantity
	Day 5: JUNE 18, 2025	
pax	Pre-packed AM Snack meals	440
	Activities	
	Health, Beauty & Wellness Fair	
	Bazaar	
	One pan sandwich with chips	
	One (1) drink (coffee/juice/carbonated drink)	
pax	Pre-packed Lunch meals	440
	Activities	
	Health, Beauty & Wellness Fair	
	Bazaar	
	One (1) vegetable	
	Two (2) Mains (Pork/ Beef/Chicken/ Fish)	
	One (1) dessert / fruits	
	Rice	
	One (1) drink (juice/carbonated drink)	
pax	Pre-packed PM Snack meals	440
	Activities	
	Health, Beauty & Wellness Fair	
	Bazaar	
	Choice of Pasta/Noodle with side dish (bread/sandwich)	
	One (1) drink (juice/carbonated drink)	



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Unit	Item Description	Quantity
	Day 6: JUNE 19, 2025	
pax	Pre-packed AM Snack Meals	160
	Dermfactor Beauty and Wellness, Health & Wellness Supplier	
	Bazaar	
	One pan sandwich with chips	
	One (1) drink (juice/carbonated drink)	
pax	Pre-packed Lunch meals	160
	Dermfactor Beauty and Wellness, Health & Wellness Supplier	
	Bazaar	
	One (1) vegetable	
	Two (2) Mains (Pork/ Beef/Chicken/ Fish)	
	One (1) dessert / fruits	
	Rice	
	One (1) drink (juice/carbonated drink)	
pax	Pre-packed PM Snack	160
	Dermfactor Beauty and Wellness, Health & Wellness Supplier	
	Bazaar	
	Choice of Pasta/Noodle with side dish (bread/sandwich)	
	One (1) drink (juice/carbonated drink)	

Unit	Item Description	Quantity
	Day 7: JUNE 22, 2025	
	Pre-packed AM Snack	
pax	Tree Planting	150
	Choice of Pasta/Noodle with side dish (bread/sandwich)	
	One (1) drink (coffee/juice/carbonated drink)	
	Pre-packed lunch meals	
pax	Tree Planting	150
	One (1) vegetable	
	Two (2) Mains (Pork/ Beef/Chicken/ Fish)	
	One (1) dessert / fruits	
	Rice	
	One (1) drink (juice/carbonated drink)	



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III. Schedule of Delivery of Pre-Packed Meals

Date	Item Description	Quantity	Time of Delivery
June 10, 2025	Pre-Packed AM Snacks	50 pax	07:00am
	Pre-Packed Lunch Meals	50 pax	10:30am
June 11, 2025	Pre-Packed AM Snacks	50 pax	07:00am
	Pre-Packed Lunch Meals	50 pax	10:30am
June 16, 2025	Pre-Packed AM Snacks	150 pax	07:00am
	Grazing Table & Overflowing Coffee	300 pax	08:00am
	Pre-Packed Lunch Meals (Personalized Box)	850 pax	10:30am
	Pre-Packed PM Snacks	120 pax	02:30pm
June 17, 2025	Pre-Packed AM Snacks	130 pax	07:00am
	Pre-Packed Lunch Meals	130 pax	10:30am
	Pre-Packed PM Snacks	130 pax	02:30pm
June 18, 2025	Pre-Packed AM Snacks	440 pax	07:00am
	Pre-Packed Lunch Meals	440 pax	10:30am
	Pre-Packed PM Snacks	440 pax	02:30pm
June 19, 2025	Pre-Packed AM Snacks	160 pax	07:00am
	Pre-Packed Lunch Meals	160 pax	10:30am
	Pre-Packed PM Snacks	160 pax	02:30pm
June 22, 2025	Pre-Packed AM Snacks	150 pax	06:00am
	Pre-Packed Lunch Meals	150 pax	10:30am

IV. Penalty for Delay

When the Winning Bidder fails to satisfactorily deliver the services and goods under this Terms of Reference within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay PRC - NCR liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every hour of delay until such goods are finally delivered and accepted by PRC-NCR. In the event of but not limited to, any acts of God, government acts under its police power, war, terrorist act, fire, flood, explosion, civil commotion and any other cause or causes beyond reasonable control, no party shall be liable to the other party for any delay or non-performance of its obligation.

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE
TERMS OF REFERENCE FOR THE PROVISION OF MEALS FOR
VARIOUS ACTIVITIES IN CELEBRATION OF 52nd PRC FOUNDING
ANNIVERSARY AND PROFESSIONAL REGULATION WEEK**

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:

NO.	PROJECT NAME	APPROVED BUDGET FOR THE CONTRACT (ABC)	BID PRICE
1.	Provision of Meals for Various Activities in Celebration of 52nd PRC Founding Anniversary and Professional Regulation Week	One Million Nine Hundred Ninety – Nine Thousand and Eight Hundred Pesos (Php. 1,999,800.00)	

*Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

In Figures: _____

In Words: _____

*The Bid/Quoted Price shall not exceed the Approved Budget for The Contract (ABC) Inclusive of Vat.

Bidder/Bidder's Authorized Representative
Signature over printed name

In the capacity of: _____
Duly Authorized to Sign Bid for and on behalf of:

Name of Company: _____

Address: _____

Contact No: _____

Email Add: _____