



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

P. Paredes St., Sampaloc, Metro Manila

Telefax: 5310-0026

Email: ncr.bac@prc.gov.ph

REGULAR MEMBERS:



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Member

REQUEST FOR QUOTATION
Negotiated Procurement – Small Value Procurement
RFQ No. 2025 – 22

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: **SUPPLY, DELIVERY, ARRANGEMENT AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025 PROFESSIONAL REGULATION COMMISSION WEEK - REBID.**

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: **SUPPLY, DELIVERY, ARRANGEMENT AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025 PROFESSIONAL REGULATION COMMISSION WEEK- REBID** in accordance with Section 34 (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009.

| | |
|--|---|
| Name of Project: | SUPPLY, DELIVERY, ARRANGEMENT AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025 PROFESSIONAL REGULATION COMMISSION WEEK-REBID/RFQ NO. 2025-22 |
| Total 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>SUPPLY, DELIVERY, ARRANGEMENT AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025 PROFESSIONAL REGULATION COMMISSION WEEK-REBID with Approved Budget for the Contract of Sixty-Five Thousand Three Hundred Thirty – Three Pesos and Thirty – Three Centavos (Php. 65,333.33)</p> |

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, the quotation/proposal will be evaluated at the NCR Conference Room, 2nd Floor, PRC Annex Building on **June 2, 2025 at 1:30 o’clock in the afternoon**. 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 15-30 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"

**TERMS OF REFERENCE (TOR)
SUPPLY, DELIVERY, ARRANGEMENT AND
TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT
OF THE 52ND PRC FOUNDING ANNIVERSARY AND
2025 PROFESSIONAL REGULATION COMMISSION WEEK-REBID**

(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.

Supply, Delivery, Arrangement and Touch-Up of Fresh Flowers for the 3-Day Event of the 52nd PRC Founding Anniversary and 2025 Professional Regulation Commission Week - Rebid with Approved Budget for the Contract of Sixty-Five Thousand Three Hundred Thirty – Three Pesos and Thirty – Three Centavos (Php. 65,333.33)

II. Technical Specification:

| | |
|------------------------------------|--|
| Background | In celebration of 52nd PRC Founding Anniversary and 2025 Professional Regulation Commission Week on June 16, 2025 to June 20, 2025, General Service Division shall procure for the Supply, Delivery, Arrangement and Touch-Up of Fresh Flowers for the 3-Day Event |
| Scope of Work | Supply, Delivery, Arrangement and Touch-Up of Fresh Flowers for The 3-Day Event |
| Time and Date | All floral arrangements must be delivered to the Professional Regulation Commission at on or before 7pm of June 15, 2025. (For further discussion with the vendor; to consider shelf-life of the flowers. Touch- up Schedule: Will be provided after the approval of daily activities for PRC Week |
| Venue | Bulwagang Nubla PRC Central Office P. Paredes Street, Sampaloc, Manila |
| Required Goods and Services | The following floral arrangements must be provided: Ten (10) feet stage floral arrangement Eight (8) pcs standing floral arrangements (flower standee) Two (2) pcs Ribbon cutting |




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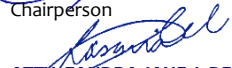
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Sample:



The floral arrangement must compliment the event's formal set-up and stage backdrop/theme.





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| | |
|------------------|--|
| Terms of Payment | <p>Send Bill Arrangement based on government terms.</p> <p>Payment shall be made within thirty (30) working days upon issuance of the Inspection Report of the Procurement and Supply Division and upon contractor's submission of the sales invoice and complete supporting documents.</p> <p>All payments shall be inclusive of all applicable taxes and other lawful charges.</p> |
|------------------|--|

**ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS
OF REFERENCE FOR THE SUPPLY, DELIVERY, ARRANGEMENT
AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT
OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025
PROFESSIONAL REGULATION COMMISSION WEEK-REBID**

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:

SUPPLY, DELIVERY, ARRANGEMENT AND TOUCH-UP OF FRESH FLOWERS FOR THE 3-DAY EVENT OF THE 52ND PRC FOUNDING ANNIVERSARY AND 2025 PROFESSIONAL REGULATION COMMISSION WEEK - REBID

| ITEM | QTY/PCS | APPROVED BUDGET FOR THE CONTRACT (ABC) | BID QUOTATION / UNIT COST |
|--|---|--|---------------------------|
| 1 lot of Supply, Delivery, Arrangement and Touch-Up of Fresh Flowers for The 3-Day Event of The 52nd PRC Founding Anniversary and 2025 Professional Regulation Commission Week - Rebid | 10 feet Stage Flower Arrangement & Retouch 8 pcs Flower Standee 2 pcs Ribbon Cutting | Sixty-Five Thousand Three Hundred Thirty – Three Pesos and Thirty – Three Centavos (Php. 65,333.33) | |

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

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

In Figures: _____

In Words: _____

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: