



# Professional Regulation Commission

## REQUEST FOR QUOTATION

RFQ #: 2020-028

Date: November 23, 2020

SIR / MADAM:

May we invite your company to quote for the lowest price/s, VAT included, on the items/s listed and described hereunder.

Please submit your QUOTATION to the Bids and Awards Committee (BAC), through BAC Secretary Ms. Karen M. Magsalin, through Facsimile No. (02) 5310-0037, which shall be stamped thereon the date and time received and shall place the same in the "Bids Box".

The quotation must be received by the BAC Secretariat not later than three (3) days from receipt hereof and not beyond 3:00 o'clock in the afternoon of the last day to submit the quoted price. All bids which are higher than the ABC shall be automatically disqualified.

The BAC reserves the rights to reject any and all bid/s submitted which is/are not in accordance with the specification and those submitted after the deadline. Provided, the supplier shall reimburse PRC in case of over pricing.

Very truly yours,

Served by:

**ARISTOGERSON T. GESMUNDO**  
Chairman, Bids & Awards Committee

Canvasser

Date:

Quantity	Unit	Item (with specification)	Unit Cost
7	lot	"Crystal TC-15"	Php700.00
		see attached Terms of Reference (TOR)	
		***nothing follows***	
		<b><u>Delivery Date:</u></b> on or before December 4, 2020	
		<b>NOTE: MODE OF PAYMENT: BANK TO BANK (OTHER THAN LANDBANK ACCOUNT, BANK CHARGES SHALL BE PAID BY THE SUPPLIER.)</b>	
		<b>VAT INCLUSIVE</b>	

Received by:

(Name & Signature of Proprietor/ Authorized Representative)

Telephone/ Fax no. \_\_\_\_\_

### IMPORTANT:

PLEASE FILL UP ALL REQUIRED DATA AND SUBMIT A PHOTOCOPY OF YOUR VALID BUSINESS PERMIT AND PROOF OF PHILGEPS REGISTRATION.

P. PAREDES ST. CORNER N. REYES ST. SAMPALOC, MANILA, TELEFAX. NO. 5310-2013 / 5310-0037

By: ASantos

CM  
11-24-20  
2:36

## **TERMS OF REFERENCE (TOR)**

### **Procurement of Printing Services for the International Conferences under the International Commitments Funds (ICF) 2020**

#### **Rationale**

The Professional Regulation Commission will be hosting the First Southeast Asian Librarians Leadership Convergence (A Prelude to the Establishment of Mutual Recognition of Professional Qualifications) on 10-11 November 2020.

These activities are intended to promote and mainstream the current thrusts of the Commission in adopting a more lenient and facilitated process of arriving to an arrangement for the recognition of professional qualifications, and to facilitate wider mobility of Filipino professionals in foreign countries, through the Mutual Recognition of Professional Qualifications (MRPQ).

To maximize attainment of the objectives of the event, an external service provider shall be contracted with the following terms and conditions:

#### **I. Approved Budget for the Contract**

The service provider shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the total amount of **Php 10,000.00** inclusive of all applicable bank and government charges.

#### **II. Scope of Service**

The service provider shall be able to provide the Customization of Crystal Plaques for the event to be given as token of appreciation for local resource speakers.

#### **Qualification Requirements**

- The service provider must previously have the same transaction with any government agency.
- The service provider shall deliver the item 1 week before the event.

#### **Technical Specification**

<u><b>Item</b></u>	<u><b>Specification</b></u>
1. Customized Crystal Plaques	No. of pieces: 7 pieces Size: 5.5" x 7.5"



### III. Payment Scheme

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

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 equivalent to 10% of the contract price by the winning service provider.

Prepared by:

  
**DENZEL B. AQUINO**  
Administrative Officer, IOA

Reviewed by:

  
**MICHELLE LOISE C. SAQUIDO-MARCIAL**  
Chief, International Development Division

Noted by:

  
**ATTY. JESPER P. PAQUITO**  
Director IV, International Affairs Office