



Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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(ON OFFICIAL TRAVEL)

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Provisional Member, IT Projects

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Member

WIL CHARLOTTE G. OLARTE

Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ Nos. 2024-59 and 2024-60

Date: _____

Contact Person: _____

Name of Company: _____

Contact Details: _____

PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF VARIOUS DESKTOP COMPONENTS** under **Negotiated Procurement – Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT: PROCUREMENT OF VARIOUS DESKTOP COMPONENTS

LOT 1 - RFQ No. 2024-59 - PROCUREMENT OF MEMORY FOR DESKTOP COMPUTERS (RAM)

LOT 2 - RFQ No. 2024-60 – PROCUREMENT OF SSD HARD DISK FOR DESKTOP COMPUTERS

Bidders who are legally, technically, and financial capable may submit their accomplished open quotation/proposal personally 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 OCTOBER 25, 2024 at 09:00 AM**. Evaluation of quotation/proposal will be on **OCTOBER 25, 2024 at 10:30 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) are required to be submitted:”

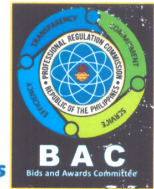
1. Valid Mayor’s/Business Permit;

In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.



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2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, 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.

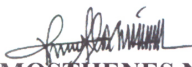
PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

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

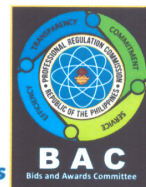
Very truly yours,


DEMOSTHENES N. MISTAL
Vice-Chairman
PRC-Central Office BAC



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ANNEX "A"

TERMS AND CONDITIONS

1. Bidders shall provide the 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. Technical Specification shall be supported by brochures, pamphlets, submitting samples or evidence of such compliance, if applicable.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. 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 30 days upon issuance of the Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF VARIOUS DESKTOP COMPONENTS
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 inclusive of all applicable bank and government charges.</p> <p>LOT 1 - RFQ No. 2024-59 - PROCUREMENT OF MEMORY FOR DESKTOP COMPUTERS (RAM)</p> <ul style="list-style-type: none">• TWO HUNDRED FORTY-EIGHT THOUSAND FIVE HUNDRED FORTY-SIX PESOS AND EIGHTY-SIX CENTAVOS (Php 248,546.86) <p>LOT 2 - RFQ No. 2024-60 – PROCUREMENT OF SSD HARD DISK FOR DESKTOP COMPUTERS</p> <ul style="list-style-type: none">• TWO HUNDRED FORTY-EIGHT THOUSAND EIGHT HUNDRED THIRTY-SEVEN PESOS AND THIRTY-ONE CENTAVOS (Php 248,837.31)
Project Site:	PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila



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TECHNICAL SPECIFICATIONS

PROCUREMENT OF VARIOUS DESKTOP COMPONENTS		
ITEM	QTY	Technical Specifications and Schedule of Requirements
LOT 1 RFQ No. 2024-59 Procurement of Memory for Desktop Computers (RAM)	142 units	Minimum Specification: Speed: 8GB RAM DDR4 2666Mhz Compatibility: must be compatible with existing Acer Verition M2640G Warranty Period: 1 year Delivery Period: Within ninety (90) calendar days upon receipt of the Contract.
LOT 2 RFQ No. 2024-60 Procurement of SSD Hard Disk For Desktop Computers	93 units	Minimum Specification: Speed: 256 GB Type: 2.5" SSD SATA III 6Gb/s Compatibility: must be compatible with existing Acer Verition M2640G Warranty Period: 1 year Delivery Period: Within ninety (90) calendar days upon receipt of the Contract.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
PROCUREMENT OF VARIOUS DESKTOP COMPONENTS**

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE, DESIGNATION
AND PRINTED NAME OF THE 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:

PROCUREMENT OF VARIOUS DESKTOP COMPONENTS			
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	TOTAL BID PRICE QUOTATION (In Figure and Words)
LOT 1 RFQ No. 2024-59 Procurement of Memory for Desktop Computers (RAM)	142 units @ Php1,750.33 per unit	Php248,546.86	
LOT 2 RFQ No. 2024-60 Procurement of SSD Hard Disk For Desktop Computers	93 units @ Php2,675.67	Php248,837.31	

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

***BIDDERS MAY SUBMIT A BID FOR EITHER OR BOTH LOTS.**

PLEASE QUOTE YOUR BEST OFFER FOR THE ABOVE ITEMS. KINDLY FILL OUT THE FORM COMPLETELY AND INDICATE "NO BID" FOR THE PROJECTS WITHOUT PROPOSAL.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: