



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St. cor. N. Reyes St., Sampaloc, Metro Manila
Facsimile: 5-310-0037 / email: bac@prc.gov.ph



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Member

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Member

REQUEST FOR QUOTATION (RFQ No. 2020-42)

Negotiated Procurement – Small Value Procurement

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with an Approved Budget for the Contract of **NINE HUNDRED SEVENTY FIVE THOUSAND PESOS (P975,000.00)**.

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

For inquiries you may email at bac@prc.gov.ph or you may call the BAC Secretariat at Facsimile No. (02) 5-310-0037.

Thank you.

Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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REQUEST FOR QUOTATION

(RFQ No. 2020-42)

Negotiated Procurement – Small Value Procurement

The PROFESSIONAL REGULATION COMMISSION (PRC), with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: **PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER** in accordance with Section 53.9 (Small Value Procurement) of The 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, with an Approved Budget for the Contract of **NINE HUNDRED SEVENTY FIVE THOUSAND PESOS (P975,000.00)**.

Name of Project :	PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER (RFQ No. 2020-42)
Approved Budget for the Contract:	NINE HUNDRED SEVENTY FIVE THOUSAND PESOS (P975,000.00) , inclusive of all taxes, and bank and government charges payable.
Specification :	See attached Annexes “A, B, and C” for the Terms of Reference, Technical Specifications and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 10:00 o'clock in the morning of December 28, 2020** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be opened at the Conference Room, 2nd Floor PRC Main Building. Authorized representative/s of bidders may choose to attend the bid opening via videoconferencing.

❖ 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” to “C”)**.
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 Philippine peso shall include all taxes, bank and government charges payable.



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5. Quotations exceeding the approved budget for the contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation, more advantageous to PRC, and which complies with the Terms of Reference and minimum Technical Specifications.
7. Any erasure or overwriting shall be valid only if they are properly signed by you the owner or his duly authorized representative/s.
8. Payment shall be made within 15-30 days upon receipt of the complete 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 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. PhilGEPS Registration Number

3. Latest Income/Business Tax Return

(for ABCs above P500,000.00)

4. Omnibus Sworn Statement

(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)

5. Secretary's Certificate / Authorization to sign as representative

- ❖ *For Individual (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 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.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Very truly yours,

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Assistant Commissioner

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ANNEX "A"

TERMS OF REFERENCE

PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER

(Through Negotiated Procurement under Section 53.9 Small Value Procurement of the 2016 Revised IRR of R.A. 9184)

1. Approved Budget for the Contract:

The bidder shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **NINE HUNDRED SEVENTY FIVE THOUSAND PESOS (P975,000.00)**, *inclusive of all taxes, and bank and government charges payable.*

2. Specification:

No.	Scope of Work/ Schedule of Requirements	Schedule of Delivery
1 Lot	<p>1. PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER, to be delivered by the winning bidder at the PRC Central Office, PRC Regional Offices and Satellite Office, and PRC Off site centers nationwide at no cost to PRC.</p> <p>PRC, at its option, can reduce or increase the number of photocopiers by not more than ten (10) units.</p> <p>The bid price submitted by the winning bidder shall not be increased during the duration of the contract.</p> <p>2. TONERS, must be ORIGINAL, DULY SEALED, and NOT RECYCLED OR STARTER KITS; may thereafter be exclusively purchased by PRC from the winning bidder at the submitted quotation which shall not be increased during the duration of the contract.</p> <p>3. The Delivery of Brand New Forty Seven (47) Equipment compatible as Copier, Printer, and Scanner applies only if the winning bidder is a new supplier. If the winning bidder is PRC's existing supplier, it shall only supply the difference from its thirty six (36) on hand equipment, which is eleven (11) brand new equipment. However, the 36 existing equipment</p>	15 Calendar days upon receipt of Notice to Deliver.

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shall undergo a preventive maintenance, and defective parts, if any, shall be replaced.

In case of loss, or any breakage/damage to the equipment due to negligence on the part of the officials and employees of PRC, shall be at cost to PRC.

Warranty: Lifetime warranty on parts and labor.
Service: Capability of delivery at PRC Central office, PRC Regional and Satellite Office, and PRC Offsite Centers.

One (1) on-call technician to repair defective machines.

Response time shall be within 5 hours from verbal or written notification.

Machines that cannot be repaired within 72 hours shall be replaced with new unit.

Replacement of defective parts, provided the machine is still functional shall be made within 48 hours from response, except for justifiable cause.

Toners can be replaced by End-user without the technician intervention, if necessary.

On-site support shall be provided to the delivered items deployed in the NCR within eight (8) hours from verbal/written notification by the End-User. Carry-in support for regional deployment.

Consumable standard: Toners must yield a minimum of 9,000 copies per cartridge.

Submission of demo unit/brochure of the offered brand and model.



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ANNEX "B"

TECHNICAL SPECIFICATIONS

Item/Description	Bidder's Statement of Compliance	Demo Unit/Brochure Submitted
<div>✓ PURCHASE OF ONE HUNDRED FIFTY (150) TONERS</div> <div>TONERS, MUST BE ORIGINAL, DULY SEALED, and NOT RECYCLED or STARTER KITS</div> <div>✓ FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS COPIER, PRINTER, AND SCANNER</div> <div>Functions: Copier, Network Printer, Colored Scanner</div> <div>Copy/Print speed: Minimum of 35 cpm/ppm</div> <div>Original Paper Size: Minimum of A4 up to legal size maximum.</div> <div>Paper Capacity: 1,100 sheets (2x500 sheets tray) 100 sheets by pass tray</div> <div>Document Feeder: Reversing Automatic Document Feeder, Minimum of 100 sheets (RADF)</div> <div>Zoom Range: Standard 25% - 400% in one (1) step</div> <div>Continuous copy: 1-99 copies</div> <div>Scanning: Standard colored scan</div> <div>Printing: Standard Network Printer</div> <div>Consumable standard: Toners must yield a minimum of 9,000 copies per cartridge.</div> <div>Resolution: 600 to 600dpi (min.)</div> <div>Warranty: Lifetime warranty on Parts and Labor</div>		

ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS
FOR THEPURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF
FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS PHOTOCOCOPIER, PRINTER,
AND SCANNER

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX “C”

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.	Scope of Work/ Schedule of Requirements
1 Lot	PURCHASE OF ONE HUNDRED FIFTY (150) TONERS WITH FREE USE OF FORTY SEVEN (47) EQUIPMENT COMPATIBLE AS PHOTOCOPIER, PRINTER, AND SCANNER

Total Bid Price for the Project:
(inclusive of all taxes, and bank and government charges payable)

In Figures: _____

In Words: _____

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

Bidder’s authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No:

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