



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](mailto:bac@prc.gov.ph)



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Chairman

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Vice-Chairman

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Provisional Member, IT Projects

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**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2025-40**

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 St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **Procurement of Rental of Vehicle (Bus) to Pick-Up and Drop Off Training Participants from PRC Morayta to Training Venue on 25 and 27 June 2025** under **Negotiated Procurement – Small Value Procurement** of Section 53.9 of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

**NAME OF PROJECT:**

**PROCUREMENT OF RENTAL OF VEHICLE (BUS) TO PICK-UP  
AND DROP OFF TRAINING PARTICIPANTS FROM PRC  
MORAYTA TO TRAINING VENUE ON 25 AND 27 JUNE 2025**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No.(02) 5-310-0037, or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 18 June 2025, at 9:00 AM**. Evaluation of quotation/proposal will be on **18 June 2025, at 10:00 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/ or if applicable) 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 a substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

**2. PhilGEPS Registration Number**





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3. Latest Income/Business Tax Return (*for ABCs above P500,000.00*);
4. Notarized Omnibus Sworn Statement (*for ABCs above P50,000.00*);
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

The ID 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](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

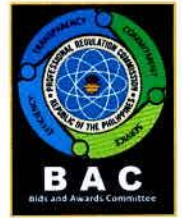
**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC





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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. 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. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation that complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement, on a bank-to-bank basis.
9. Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

**TERMS OF REFERENCE**

<b>Name of the Project:</b>	<b>RFQ No. 2025-40</b>  <b>PROCUREMENT OF RENTAL OF VEHICLE (BUS) TO PICK-UP AND DROP OFF TRAINING PARTICIPANTS FROM PRC MORAYTA TO TRAINING VENUE ON 25 AND 27 JUNE 2025</b>
<b>Approved Budget for the Contract:</b>	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 <b>One Hundred Sixty-Seven Thousand Four Hundred Fifty Pesos (Php167,450.00)</b> inclusive of all applicable bank and government charges.
<b>Location :</b>	<b>Professional Regulation Commission</b> P. Paredes St., Sampaloc, Manila
<i>* Note: Training Venue is within NCR, Central, and South Luzon</i>	





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**PROCUREMENT OF RENTAL OF VEHICLE (BUS) TO PICK-UP AND  
DROP OFF TRAINING PARTICIPANTS FROM PRC MORAYTA TO  
TRAINING VENUE ON 25 AND 27 JUNE 2025**

**GENERAL REQUIREMENTS**

The winning bidder shall comply and supply the following:

1. Two (2) vehicles (buses) with at least FORTY-FIVE (45) seating capacity per vehicle;
  - 1.1 The winning bidder shall transport training participants (100pax) from PRC Morayta to training venue on 25 June 2025 and from the training venue to PRC Morayta on 27 June 2025. This is a "pick up and drop off" service.
2. In case of malfunction/breakdown or emergency, the winning bidder shall immediately send replacement/standby bus and all expenses related thereto shall be solely at their expense;

**SPECIFIC REQUIREMENTS**

1. The vehicles (buses) must be:
  - 1.1 In good and well-maintained condition, comfortable, duly registered and roadworthy;
  - 1.2 Equipped with a functioning air conditioning system, cleaned, disinfected before and after use;
  - 1.3 Equipped with all the necessary safety features, including seatbelts, emergency exits, and fire extinguishers; and
  - 1.4 Preferred but not required: with entertainment system (TV and karaoke)
2. At least one (1) driver and one (1) conductor/assistant per vehicle;
  - 2.1 The driver must be a holder of a valid Professional Driving License issued by the Land Transportation Office and with experience and knowledge on the traffic rules and situations within the National Capital Region, Central and South Luzon;
3. The drivers and the conductors/assistants must be well dressed/in uniform while on duty and have valid identification cards;
4. Meals of the drivers and the conductors/assistants shall be provided by the winning bidder; and
5. Contract must include passenger insurance for the whole duration of the trip/travel, fuel, toll fees, parking tickets and other charges that may be incurred during the travel.





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**SCHEDULE OF REQUIREMENTS**

Time and Date of Service	Type of Vehicle	Capacity	Quantity	Service Required	Route
06:00 AM - 07:00 AM 25 June 2025	Bus	at least 45 seaters	2	Pick-up and drop off training participants (100 persons)	Safest and fastest route from PRC Morayta to Training Venue
03:00 PM - 04:00 PM 27 June 2025	Bus	at least 45 seaters	1	Pick-up and drop off training participants (100 persons)	Safest and fastest route from Training Venue to PRC Morayta
05:00 PM - 06:00 PM 27 June 2025			1		

**PAYMENT TERMS**

The payment of the services rendered shall be made within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement and other required documents on a bank-to-bank basis. All bank and other charges for the bank-to-bank transfer shall be shouldered by the winning bidder.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF  
REFERENCE FOR THE PROCUREMENT OF RENTAL OF VEHICLE (BUS) TO  
PICK-UP AND DROP OFF TRAINING PARTICIPANTS FROM PRC MORAYTA  
TO TRAINING VENUE ON 25 AND 27 JUNE 2025**

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 RENTAL OF VEHICLE (BUS) TO PICK-UP AND  
DROP OFF TRAINING PARTICIPANTS FROM PRC MORAYTA TO  
TRAINING VENUE ON 25 AND 27 JUNE 2025**

**TOTAL BID PRICE FOR THE PROJECT:**

**In Figures:** \_\_\_\_\_

**In Words:** \_\_\_\_\_

**\*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.**

\_\_\_\_\_  
Bidder's authorized signature over printed name

**Designation:**

**Name of Company:**

**Address:**

**Contact No:**