



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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Vice-Chairman

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**JOHN LEONARD I. RELLOSA**  
Member

**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**RFQ No. 2025-18**

Name: \_\_\_\_\_

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 **RFQ No. 2025-18** under **Section 53.9 – Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

**NAME OF PROJECT: RFQ No. 2025-18**  
**PROCUREMENT OF VARIOUS PROFESSIONAL**  
**REGULATION COMMISSION'S (PRC)**  
**PLAQUES FOR THE AWARDEES OF FIRST**  
**SEMESTER OF FISCAL YEAR 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 April 30, 2025 at 12:30 P.M.** Evaluation of quotation/proposal will be on **April 30, 2025 at 1:30 P.M.** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes Street, 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 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. Proof of PhilGEPS Registration;

3. Latest Income/Business Tax Return *(for ABCs above P500,000.00);*





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

IDs of the Secretary or the Representative shall be attached.

- For Individual, only 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 Number, Certificate of Platinum membership may be submitted in lieu of the said documents. However, the Mayor's Permit shall be presented during Post-Qualification, when required.

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,

**LORD LOUIS P. VALERA**  
Chairman, PRC-Central Office BAC  
Assistant Commissioner, PRC





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**ANNEX "A"**

❖ **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" and "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. Lowest Calculated Bidder may be subjected to Post-Qualification Conference whenever necessary.
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 properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 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.

❖ **TERMS OF REFERENCE**

<b>Name of Project:</b>	<b>NAME OF PROJECT: RFQ No. 2025-18 PROCUREMENT OF VARIOUS PROFESSIONAL REGULATION COMMISSION'S (PRC) PLAQUES FOR THE AWARDEES OF FIRST SEMESTER OF FISCAL YEAR 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 Total Approved Budget for the Contract (ABC) in the amount of <b>Seventy-One Thousand Fifty-Three Pesos and 25 Centavos (Php71,053.25)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>





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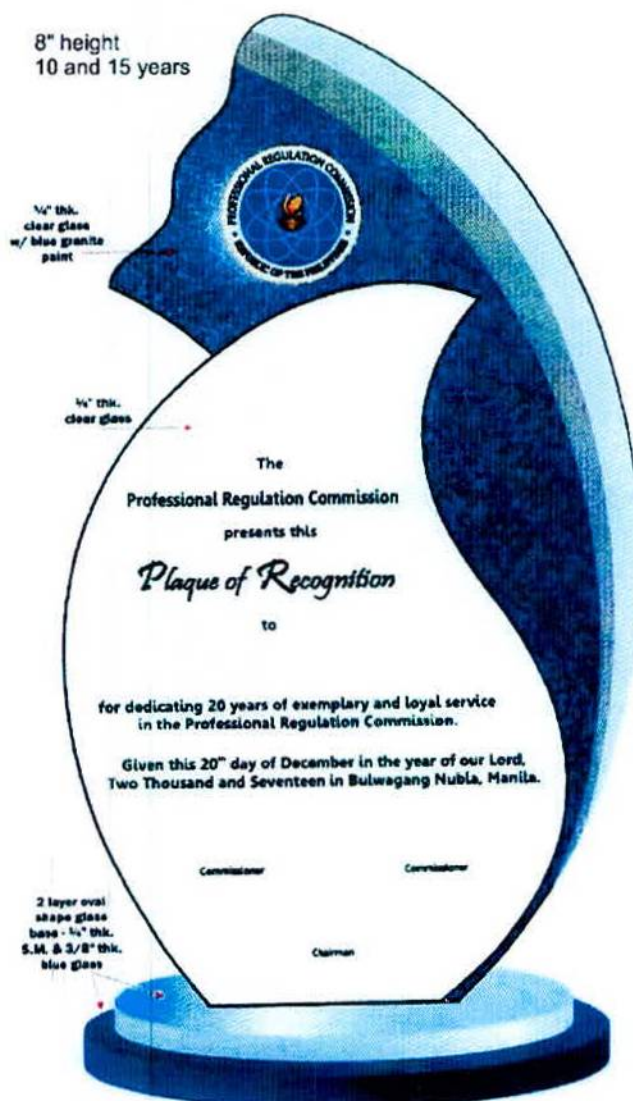
WIL CHARLOTTE G. OLARTE  
Member

**TECHNICAL SPECIFICATIONS and SCHEDULE OF REQUIREMENT**

**A. Glass Plaque (Years of Service)**

*Description:*

1. 3/8 thick and 1/4 thick clear glass
2. With engraved mounted on 1/4 thick silver mirror over 3/8 thick bronze glass base
3. Height:
  - a. 10 & 15 years in service: 8" total height
  - b. 20 & 25 years in service: 10" total height
  - c. 30, 35 & 40 years in service: 12" total height
4. Lay-out of the Plaques
  - a. Years in Service (8 inches in height)





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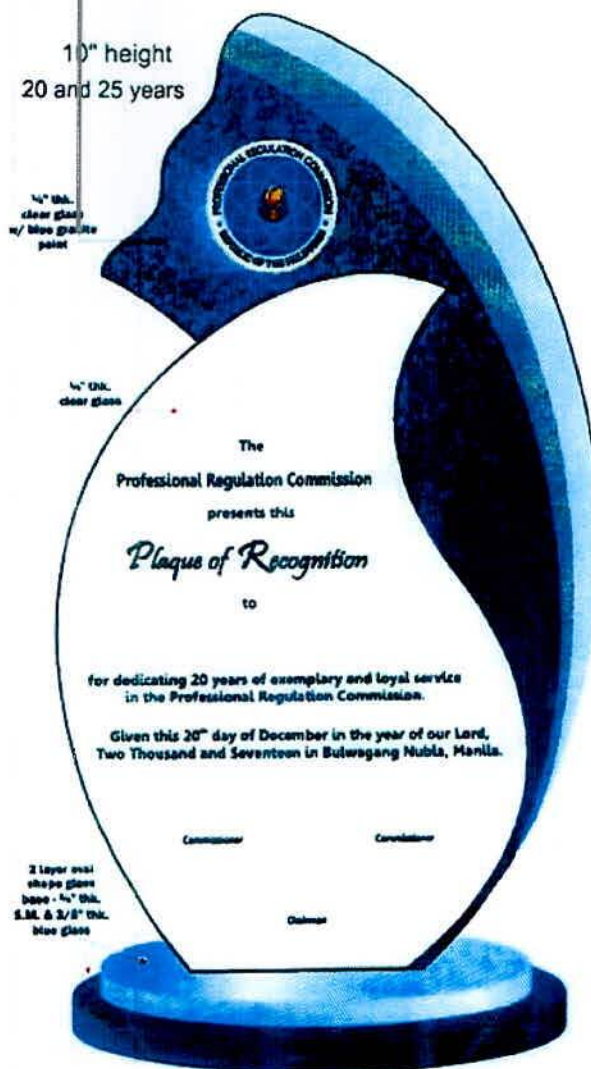
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b. Years in Service (10 inches in height)







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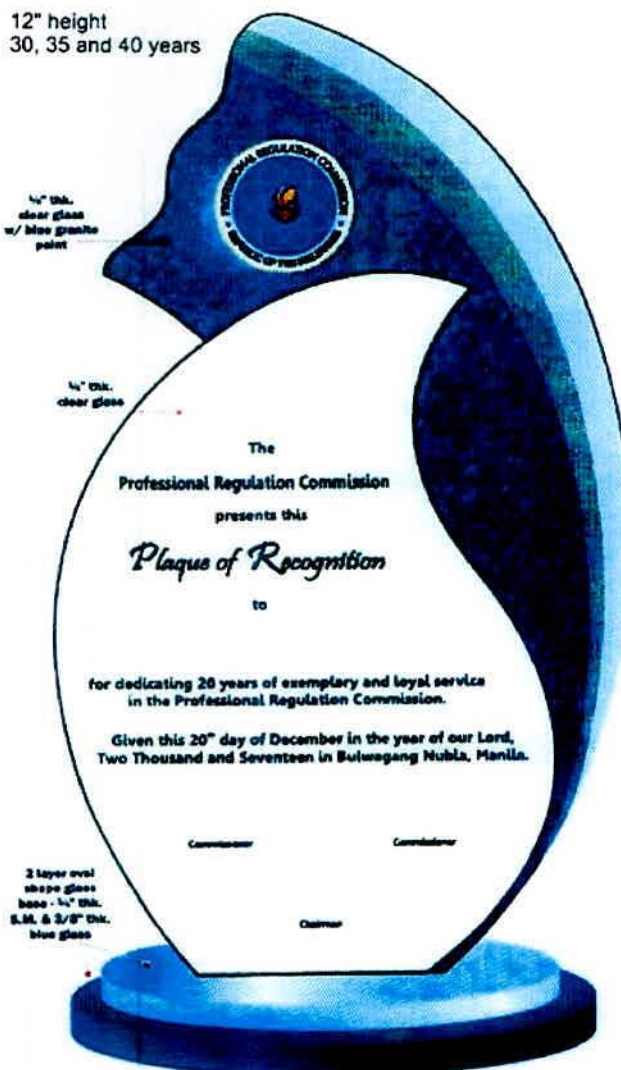
**CHRISALYNN A. AGOS**  
Member

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c. Years in Service (12 inches in height)

12" height  
30, 35 and 40 years





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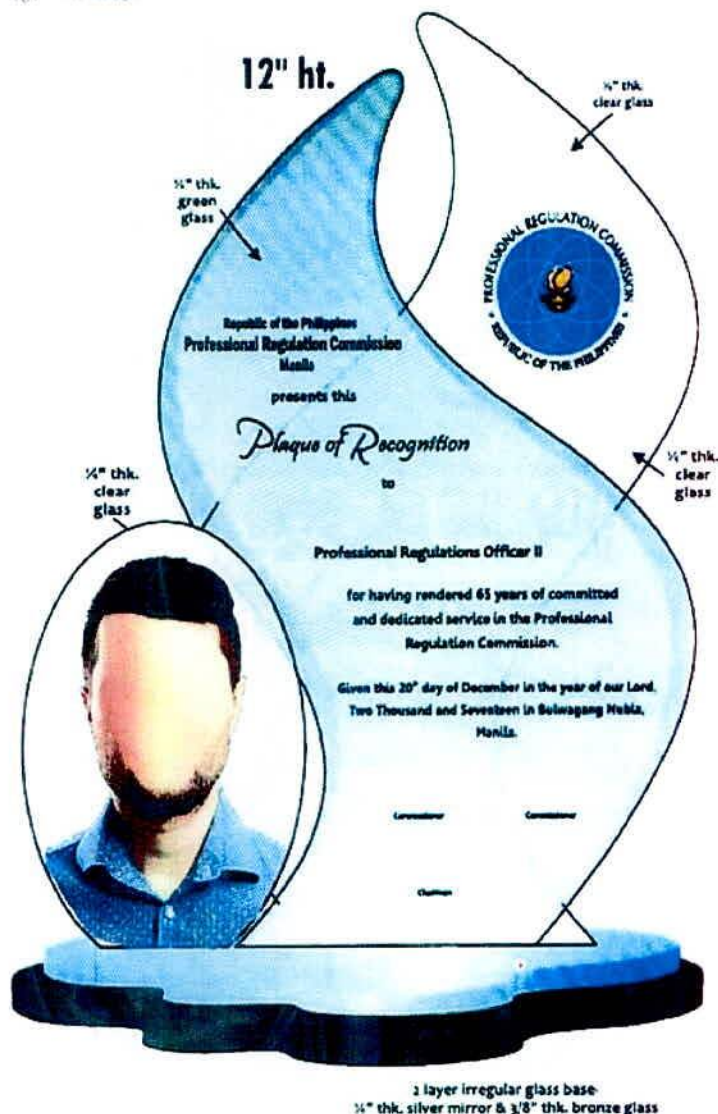
WIL CHARLOTTE G. OLARTE  
Member

**B. Glass Plaque (Retirees)**

*Description:*

1. 12" total height
2. 3/8 thick and 1/4 thick glass with engrave
3. 2 pieces 1/8 thick clear glass with photo print mounted on 1/4 thick silver mirror over 3/8 thick bronze glass base
4. Lay-out of the Plaques

for Reference







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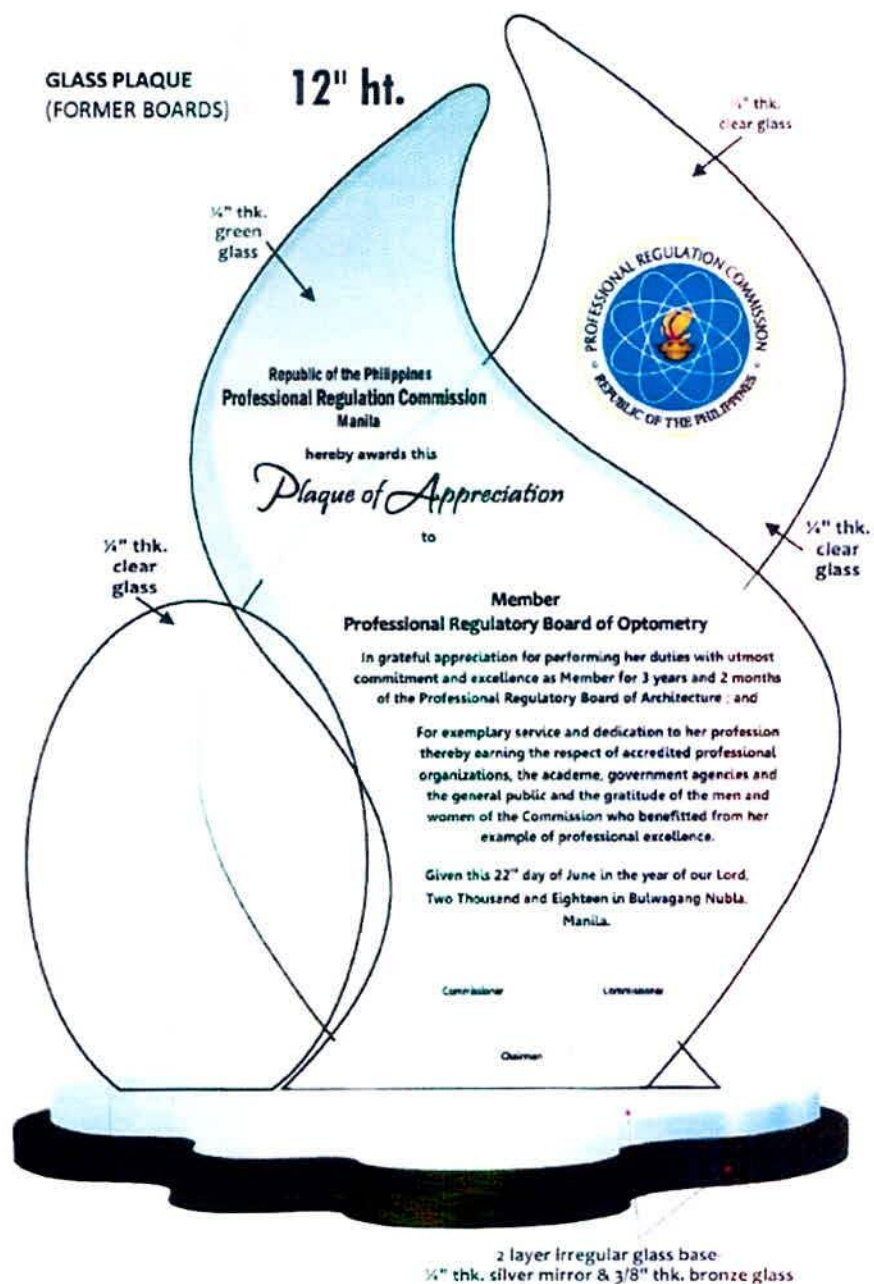
**JOHN LEONARD I. RELLOSA**  
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**WIL CHARLOTTE G. OLARTE**  
Member

**C. Glass Plaque (Former Boards)**

*Description:*

1. 12" total height
2. 3/8 thick and 1/4 thick clear glass with engrave mounted on 1/4 thick silver mirror over 3/8 thick bronze glass base
3. Lay-out of the Plaques

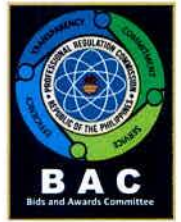






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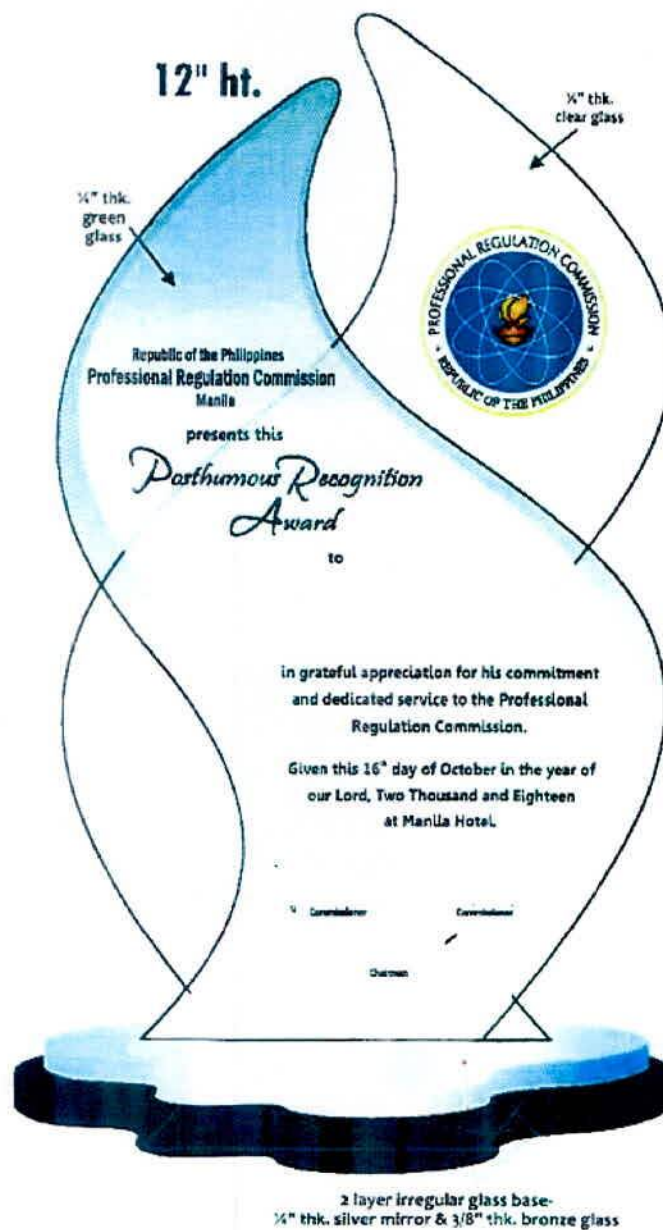
**JOHN LEONARD I. RELLOSA**  
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**WIL CHARLOTTE G. OLARTE**  
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**D. Glass Plaque (Posthumous)**

*Description:*

1. 12" total height
2. 3/8 thick and 1/4 thick clear glass with engrave mounted on 1/4 thick silver mirror over 3/8 thick bronze glass base
3. Lay-out of the Plaque





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**Number of Plaques**

The numbers of plaques per category are as follows:

Category	Quantity
Years in Service	22
Retirees	3
Former Boards	7
Posthumous	1

**Additional Requirement**

1. Upon receipt of the approved contract, the end-user will immediately coordinate with the winning bidder for the details of the Plaques.
2. The end-user will provide the winning bidder with the electronic signature of the Commission Proper Officials upon their approval.
3. The winning bidder shall deliver the plaques based on the actual number of awardees.
4. The earliest delivery period for the Years in Service, Retirees, Former Professional Regulatory Boards and Posthumous will be on 13 June 2025 and the latest will be on 16 June 2025, within office hours only.
5. The winning bidder shall be liable for the damages incurred during the transportation of the Plaques from the winning bidder's address to the Professional Regulation Commission.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE  
TERMS OF REFERENCE FOR PROCUREMENT OF  
VARIOUS PROFESSIONAL REGULATION  
COMMISSION'S (PRC) PLAQUES FOR THE AWARDEES  
OF FIRST SEMESTER OF FISCAL YEAR 2025**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: \_\_\_\_\_

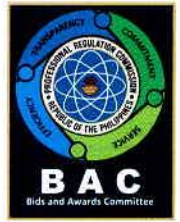
NAME OF COMPANY: \_\_\_\_\_





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**ANNABELLE S. EUGENIO**  
Member

**ALYZA JOICE A. BAGADIONG**  
Member

**CHRISALYNN A. AGOS**  
Member

**JOHN LEONARD I. RELLOSA**  
Member

**WIL CHARLOTTE G. OLARTE**  
Member

**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:

NAME OF PROJECT: RFQ No. 2025-18			
PROCUREMENT OF VARIOUS PROFESSIONAL REGULATION COMMISSION’S (PRC) PLAQUES FOR THE AWARDEES OF FIRST SEMESTER OF FISCAL YEAR 2025			
QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
		BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
GLASS PLAQUES (YEARS OF SERVICE)			
18 pcs	Php1,838.25/unit or Php33,088.50		
1 pc	Php2,086.75/unit		
3 pcs	Php2,460.75/unit or Php7,382.25		
GLASS PLAQUES (RETIREEES)			
3 pcs	Php2,573.25/unit or Php7,719.75		
GLASS PLAQUES (FORMER BOARDS)			
7 pcs	Php2,597.00/unit or Php18,179.00		
GLASS PLAQUES (POSTHUMOUS)			
1pc	Php2,597.00/ unit		
TOTAL ABC – Php71,053.25		TOTAL BID PRICE QUOTATION (In Figure and in Words)	



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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Member

**JOHN LEONARD I. RELLOSA**  
Member

**WIL CHARLOTTE G. OLARTE**  
Member

\* **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:**