



Bids and Awards Committee

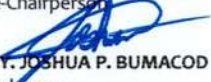
Republic of the Philippines
Professional Regulation Commission
REGIONAL OFFICE III
PEO Annex Bldg. Provincial Capitol Compound, City of San Fernando
prcregion3.bac@gmail.com /Tel. No. 045-404-0236

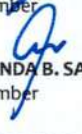


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DR. MARIA ELLEN RUDITHA A. QUINICIO
Vice-Chairperson


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GLENDA B. SAPON
Member

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Member

SECRETARIAT:


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Secretary


DOMINIQUE M. RAMOS
Member


PAOLO A. FONTANILLA
Member

REQUEST FOR QUOTATION

(RFQ) No. 2025-06-011

(Negotiated Procurement – Two Failed Biddings)

Date: June 16, 2025

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission Regional Office 3 is inviting you to participate in the Negotiated Procurement under Section 53.1 – Negotiated Procurement – Two Failed Biddings of the 2016 Revised IRR of R.A. No. 9184 for the project: **SUPPLY AND DELIVERY OF PRINTERS**. We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B" for your reference.

For inquiries, you may call the RBAC Secretariat at facsimile No. (045) 404-0236 or email at prcregion3.bac@gmail.com.

Thank you.

Very truly yours,


JANICE L. SAN JOSE
RBAC Chairperson



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


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REQUEST FOR QUOTATION (Negotiated Procurement –Two Failed Biddings)

The **PROFESSIONAL REGULATION COMMISSION (PRC) Regional Office 3**, with address at 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **Supply and Delivery of Printers** in accordance with Section 53.1 (Negotiated Procurement- Two Failed Biddings) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	Supply and Delivery of Printers
Approved Budget for the Contract :	Two Hundred Forty- Six Thousand Pesos (Php 246,000.00)
Location :	Professional Regulation Commission Region 3 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP
Specification :	See attached Annex "A" for the Terms of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) personally, by mail/courier, or via email, duly signed by the owner or his duly authorized representative using the "PRC Official Forms" provided herein **on or before 9:00 in the morning of June 23, 2025** at the 2nd Floor, PEO Annex Building, Provincial Capitol Compound, CSFP. The quotation/proposal will be evaluated at the Conference Room of PRC located at the 2nd Floor, Robinsons Starmills on **June 23, 2025 at 9:30 in the morning** in the presence of the representative who may choose to attend via Microsoft Teams or Zoom online platform.

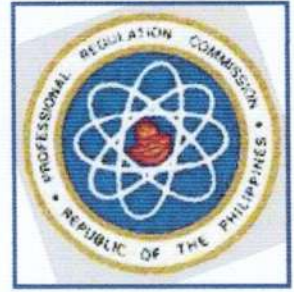
❖ TERMS AND CONDITIONS:

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" & "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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which 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 15-30 days upon receipt of the



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Statement of Account/Billing Statement, on a bank-to-bank basis or through check payment.

9. **Updated Tax Clearance Certificate** must be presented before payment of the obligation by the procuring entity in compliance to BIR Revenue Regulations No. 017-2024.

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 bidder.

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 Valid PhilGEPS Certificate of Registration

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

4. Notarized Omnibus Sworn Statement

5. Duly Notarized Secretary's Certificate for Partnership and Corporations / Authorization to sign as representative for Sole Proprietorship including photocopy of valid government issued identification (ID).

❖ *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 RBAC Secretariat at facsimile No. (045) 404-0236.

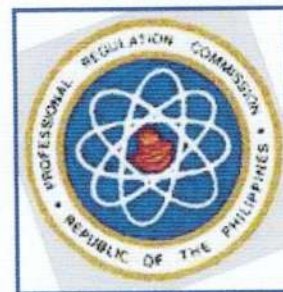
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ANNEX "A"

REGULAR MEMBERS:


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TERMS OF REFERENCE (TOR)

SUPPLY AND DELIVERY OF PRINTERS

(Through Negotiated Procurement Pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

I. Approved Budget for the Contract

The supplier shall bid for the item described in the following Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Two Hundred Forty- Six Thousand Pesos (Php246,000.00)** inclusive of all applicable bank and government charges.

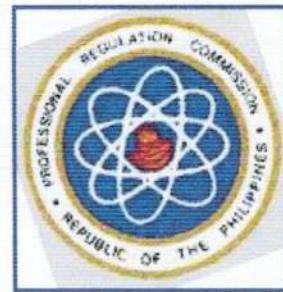
II. Specification

QTY	UNIT	DESCRIPTION
FOUR (4) MONOCHROME PRINTERS)		
<ul style="list-style-type: none">➤ Function: Print➤ Type: Laser➤ Print Speed: at least 30 ppm➤ Monthly Page Volume: at least 4,000 pages➤ Connectivity: 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(IEEE)➤ Memory Requirement: at least 256 Mb➤ Display: 2-line LCD graphic display➤ Compatible Operating Systems: at least Windows 10 Pro or higher➤ Paper Size: support at least A4, Letter, Legal, Folio➤ Power: 220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)➤ Consumables: Free Initial set of Toner Cartridges. Toner Cartridges must be of high yield printing.		
SEVEN (7) COLORED PRINTERS		
<ul style="list-style-type: none">➤ Function: Print, Scan, Copy➤ Type: Inkjet➤ Print Speed: up to 16 ppm➤ Paper Size: support at least A4, Letter, Legal, Folio➤ Print Resolution: up to 1200 x 6000 dpi Color / Monochrome➤ Copy Resolution: Up to 1200 x 2400 dpi Color / Monochrome➤ Scanner: Scanner Glass & Automatic Document Feeder (ADF)➤ Scanner Resolution: Up to 1200 x 2400 dpi (Scanner Glass), Up to 1200 x 600 dpi (ADF)➤ Connectivity: Hi-SpeedUSB2.0, IEEE 802.11a/b/g/n (Infrastructure Mode), IEEE 802.11a/g/n (Wi-Fi Direct), Ethernet 10Base-T/100Base-TX, Wi-Fi Direct➤ Display: 1 Line LCD➤ Memory Requirement: at least 128 Mb➤ Compatible Operating Systems: at least Windows 10 Pro or higher➤ Power: 220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz)➤ Consumables: Free initial set of ink bottles		



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Additional Requirements:

- **Warranty:** 30 days replacement upon the date of delivery, One (1) year on parts and service.
- Attached photo/ brochure of proposed printers.
- Bidder must provide a customer service hotline and a dedicated email address for technical support.
- Bidder must have either an owned service center or an authorized service center located within Region 3 or NCR.
- Bidder shall provide a globally recognized brand that has been established in the Philippine market for at least the past 10 years.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF PRINTERS

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



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ANNEX "B"

REGULAR MEMBERS:


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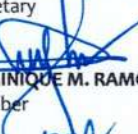

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PRICE QUOTATION SHEET FINANCIAL BID

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:

DESCRIPTION	QTY	ABC	Bid Proposal inclusive of applicable charges
MONOCHROME PRINTERS	4 units	Php 246,000.00	
COLORED PRINTERS	7 units		
TOTAL		Php 246,000.00	

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

SUPPLY AND DELIVERY OF PRINTERS

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____