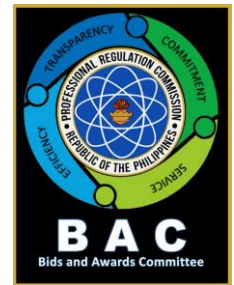




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

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



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**NOMAN MAUI G. EBORA**  
Member

**REQUEST FOR QUOTATION  
DIRECT CONTRACTING**

Date: April 14, 2023

Contact Person: Mr. Joselito A. Lopez

Name of Company: IFE Elevators Philippines, Inc.

Address: Penthouse Level, B2 L1, Acacia Avenue, Madrigal Business Park, Alabang, City of Muntinlupa

PHILGEPS Registration Number (required):

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **Procurement of Preventive Maintenance Services for the Professional Regulation Commission (PRC) Passenger Elevator**, under Alternative Mode of Procurement, through **Section 50 – Direct Contracting** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

**NAME OF PROJECT: RFQ NO. 2023-07 – PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) PASSENGER ELEVATOR**

The Direct Contracting for procurement of Preventive Maintenance Services for the Professional Regulation Commission (PRC) Passenger Elevator will be undertaken in accordance with Section 50 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, hence, the proprietary source or exclusive dealer is invited to submit an 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.

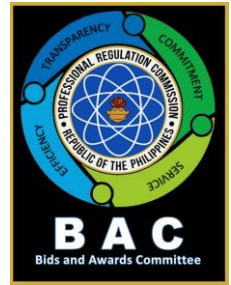
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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.)



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5. Duly notarized Secretary's Certificate (*for partnership, corporation, cooperative, or joint venture*) / Special Power of Attorney as representative (*if sole proprietorship*).

- *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.

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 BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

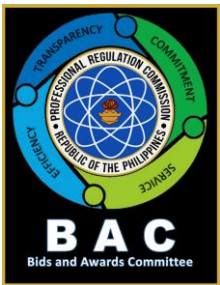
Very truly yours,

**ERWIN M. ENAD**  
Commissioner  
BAC Chairman

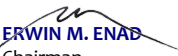


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**ANNEX "A"**

❖ **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" & "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 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 Statement of Account/Billing Statement, on a bank-to-bank basis.
9. In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

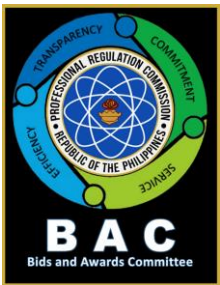
❖ **TERMS OF REFERENCE**

<b>Name of Project :</b>	<b>Procurement of Preventive Maintenance Services for the Professional Regulation Commission (PRC) Passenger Elevator</b>
<b>Approved Budget for the Contract :</b>	The supplier shall bid for the items described in this Terms of Reference, – <b>Eighty-Nine Thousand One Hundred Pesos (Php89,100.00)</b>  Inclusive of all applicable bank and government charges.
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>

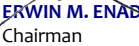


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	Technical Specifications and Schedule of Requirement
LOT 1	<b>Preventive Maintenance Services for the Professional Regulation Commission (PRC) Passenger Elevator</b>  <b>SCOPE OF WORK</b>  Monthly maintenance which consist of the following:  <ol style="list-style-type: none"><li>1. Complete check-up.</li><li>2. Inspection of all components.</li><li>3. and, when IFE Elevators Philippines, Inc. deemed necessary, lubricate and adjust all machinery, control parts, locks, and accessory equipment, including traction machine, switches and electrical wiring.</li></ol>
	<b>Duration of Contract: Nine (9) Months</b>
	<b>Delivery Period: upon receipt of Notice to Proceed</b>

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF  
PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR THE  
PROFESSIONAL REGULATION COMMISSION (PRC) PASSENGER ELEVATOR**

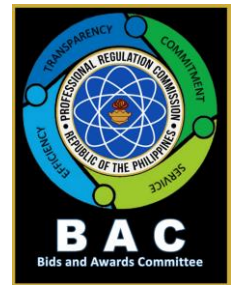
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SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



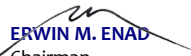


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**ANNEX "B"**

**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:

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

**PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES**  
**FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)**  
**PASSENGER ELEVATOR**

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

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

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

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

Designation:

Name of Company:

Address:

Contact No: