



Republic of the Philippines
Professional Regulation Commission
Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila

Telefax: 5310-0026

Email: ncr.bac@prc.gov.ph

REGULAR MEMBERS:



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Member

REQUEST FOR QUOTATION
Negotiated Procurement – Direct Contracting
RFQ No. 2025-03-01

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Regional Bids and Awards Committee (**RBAC**) of the Professional Regulation Commission – National Capital Region (**PRC-NCR**) is inviting you to participate in the Alternative Mode of Procurement, through Section 50 – Direct Contracting of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 for the project: **PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250 FOR OFFICIAL USE OF PRC NCR.**

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. (02) 53100026 or email at ncr.bac@prc.gov.ph

Thank you.

Truly yours,


AUDREY ANA M. AMPARO
RBAC Chairperson




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REQUEST FOR QUOTATION
(Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION – NATIONAL CAPITAL REGION (PRC-NCR)**, with office address at P. Paredes St., Sampaloc, Manila, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250 FOR OFFICIAL USE OF PRC NCR** in accordance with Section 50 – Direct Contracting of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project:	PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250 FOR OFFICIAL USE OF PRC NCR
Project No.	RFQ NO. 2025-03-01
Total Approved Budget for the Contract:	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 inclusive of all applicable bank and government charges for the following projects: PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250 FOR OFFICIAL USE OF PRC NCR with Approved Budget for the Contract of One Hundred Sixty - Nine Thousand Pesos (Php169,000.00)

The proprietary source or exclusive dealer is invited to submit an accomplished open quotation/proposal personally, by mail/courier, or via email at ncr.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 and Current 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



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substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)

2. Valid proof of Philippine Government Electronic Procurement System (PhilGEPS) Registration Number
3. Latest Income/Business Tax Return (*for ABCs above P500,000.00*)
4. Notarized Omnibus Sworn Statement signed by owner / authorized representative
5. For Sole Proprietorship, duly notarized Special Power of Attorney, if to designate a representative
6. For Corporation, duly notarized Board Resolution/Secretary's Certificate designating authorized representative
 - For Individual / Sole Proprietor, 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 said documents.

PRC-NCR assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC-NCR 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. (02) 53100026 or email at ncr.bac@prc.gov.ph.

Truly yours,


AUDREY ANA M. AMPARO
RBAC Chairperson



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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. Sample materials are required during post-qualification.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
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 they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.
10. 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 of RA 9184.



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TERMS OF REFERENCE (TOR)
PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250
FOR OFFICIAL USE OF PRC NCR

(Through Direct Contracting Pursuant to Section 50 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 this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable bank and government charges.

Procurement of Riso Ink FII Type Black UC for SF 5250 for Official Use of PRC-NCR with Approved Budget for the Contract of One Hundred Sixty - Nine Thousand Pesos (Php169,000.00)

II. Specification:

ITEMS	QTY/UNIT	TECHNICAL SPECIFICATIONS
RISO INK FII TYPE BLACK UA FOR SF 5250	100 TUBE	GENUINE RISO INK FII TYPE BLACK UA

II. Schedule of Delivery:

Three (3) Calendar Days upon receipt of purchase order.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS
OF REFERENCE FOR THE PROCUREMENT OF RISO INK FII TYPE BLACK UC
FOR SF 5250 FOR OFFICIAL USE OF PRC NCR

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:

PROCUREMENT OF RISO INK FII TYPE BLACK UC FOR SF 5250 FOR OFFICIAL USE OF PRC NCR			
ITEM	QTY/PCS	APPROVED BUDGET FOR THE CONTRACT (ABC)	BID QUOTATION / UNIT COST
RISO INK FII TYPE BLACK UA FOR SF 5250	100 TUBE	ONE HUNDRED SIXTY - NINE THOUSAND PESOS (PHP169,000.00)	

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

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

In Figures: _____

In Words: _____

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: