



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



REGULAR MEMBERS:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION RFQ No. 2022 - 13 (Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PROCUREMENT FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING.**

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.

Thank you.

Very truly yours,

JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



REGULAR MEMBERS:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELIE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a negotiated procurement for the project: **PROCUREMENT FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING** accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

Name of Project :	PROCUREMENT FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING
Approved Budget for the Contract :	Seventy-One Thousand and Eighty-Three Pesos (Php71,083.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
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, through facsimile No. **(02) 5-310-0037** or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 8:00 in the morning of June 6, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **June 6, 2022, at 9:30 in the morning**. **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.**

❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



REGULAR MEMBERS:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

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.

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.)
 5. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign 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.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,

JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



ANNEX "A"

REGULAR MEMBERS:

JOSE V. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

TERMS OF REFERENCE (TOR)

PROCUREMENT FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING

(Through Small Value Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

RATIONALE

The Archives and Records Division seeks to bolster the preservation capabilities of the Profession Regulation Commission in regards of its valuable permanent records. To be specific, the bookbinding process is in need of the continuation of its required supplies to help diminish the effects of physical deterioration of records, such as Table of Results, Master lists of Examinees, various office issuances, etc. with the additional manpower and better knowledge in archiving and records management, certain upgrades and additional supplies are of dire need to improve the records situation in the Commission.

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) in the amount of **Seventy-One Thousand and Eighty-Three Pesos (Php71,083.00)** inclusive of all applicable bank and government charges.

II. Specification

DESCRIPTION	QUANTITY	ABC
Chipboard #40 Dimensions : 26 x38 inches Thickness: 1.5mm	15 bundles	Thirty Thousand Six Hundred Pesos (Php30,600.00)
Glue Color: White Material: Polyvinyl acetate Quality: Archival	10 Gallons/40 kg	Four Thousand Two Hundred Pesos (Php4,200.00)
Plastic cover Size: 48-inches x 50 meters Thickness: Gauge 5 (1.27 microns)	5 rolls/250 meters	Eight Thousand Nine Hundred Thirty Pesos (Php8,930.00)
Cutter blade refill Size: Large (18mm) Material: Steel	20 pieces	One Thousand and Forty Pesos (Php1,040.00)



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



REGULAR MEMBERS:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

Vacuum cleaner¹ Wattage: 1200 watts Capacity: 6 gallons Quality: Heavy-duty and portable Features: Wet and dry vacuum, blower cleaner	6 units	Twenty-Two Thousand Two Hundred Forty-Five Pesos (Php22,245.00)
Electric drill with cord¹ Wattage: 680 watts Drill bit: 2 mm diameter	2 units	Four Thousand Sixty-Eight Pesos (Php4,068.00)

Delivery Period: Within Twenty Calendar Days upon receipt of this approved contract

Warranty: Minimum of one (1) year warranty after purchase.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR PROCUREMENT FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING

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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



ANNEX "B"

REGULAR MEMBERS:

JOSEY. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALTERNATE MEMBERS:

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANE R. SEVESES
Member

MARIDEL G. BANASIG
Member

TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

MARGIERY D. DULIN
Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

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 FOR NON-CSE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR BOOKBINDING

DESCRIPTION	QUANTITY	BID PROPOSAL PER UNIT COST (Php)	TOTAL BID PROPOSAL (Php)
Chipboard #40	15 bundles		
Glue	10 Gallons/ 40kg		
Plastic cover	5 rolls / 250 meters		
Cutter blade refill	20 pieces		
Vacuum cleaner	6 units		
Electric drill with cord	2 units		

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

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: