



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 - 09 (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: **Supply, Printing, and Delivery of Quality Guidebook with USB Stick**

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

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 (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: **Supply, Printing, and Delivery of Quality Guidebook with USB Stick** accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	Supply, Printing, and Delivery of Quality Guidebook with USB Stick
Approved Budget for the Contract :	Nine Hundred Thousand Pesos (900,000.00)
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 9:00 in the morning of April 8, 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 **April 8, 2022, at 11:00 in the morning. Bidder/s or its duly authorized representative/s who wish to attend the opening and 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.
- Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.



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

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 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

TERMS OF REFERENCE (TOR)

SUPPLY, PRINTING, AND DELIVERY OF QUALITY GUIDEBOOK WITH USB STICK

(Through Small Value Procurement Pursuant to Section 53.9 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) in the amount of **Nine Hundred Thousand Pesos (Php900,000.00)** inclusive of all applicable bank and government charges.

II. Specification

SUPPLY, PRINTING, AND DELIVERY OF QUALITY GUIDEBOOK WITH USB STICK	
QTY	Technical Specifications and Schedule of Requirement
400 Units	<p>REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Must be a reputable communications/advertising firm or graphic design studio with at least three (3) years business operation; 2. Shall only use the design and lay-out provided by the end-user. A printed guidebook shall be presented to the end-user for approval prior to mass production; 3. Comply with documentary requirements under the procurement law and its implementing rules and regulations 4. Bid quotation inclusive of VAT (12%). 5. Delivery lead time: 60 days upon receipt of Notice to Deliver. <p>TECHNICAL SPECIFICATIONS:</p> <ul style="list-style-type: none"> ✓ 400 Units of hardbound, ✓ 126 pages excluding cover and flyleaf with pocket holder for 16 GB USB Stick, ✓ A4 Glossy Plastic Laminated, ✓ Cover: Hard Bound Matte Lamination ✓ Colored by offset printing ✓ 16 GB USB Stick

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY, PRINTING, AND DELIVERY OF QUALITY GUIDEBOOK WITH USB STICK

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:

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. SEVESOS
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:

SUPPLY, PRINTING, AND DELIVERY OF QUALITY GUIDEBOOK WITH USB STICK

Price per Unit:

In Figures: _____

In Words: _____

*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: _____

*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: