



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Facsimile: 310-0037 / email: bac@prc.gov.ph



## REQUEST FOR QUOTATION DIRECT CONTRACTING

RFQ No. 2021-37

Date: September 30, 2021

Contact Person: **MR. LESTER MAGBOO**  
Name of Supplier / Company: **ECOPY CORPORATION**  
Address: 5837 Zobel Roxas St.. Palanan, Makati City  
Contact Details: (02) 8525-9911

Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, through the Bids and Awards Committee (BAC) is inviting you to participate in the procurement of **Cleaner Blade for Sharp Photocopier Machine**, under Alternative Mode of Procurement, through **Section 50 – Direct Contracting**.

<b>Name of Project :</b>	<b>Procurement of Cleaner Blade for Sharp Photocopier Machine</b>
<b>Total Approved Budget for the Contract:</b>	<b>Seventy Three Thousand One Hundred Sixteen Pesos (Php73,116.00) <i>inclusive of all bank and government charges.</i></b>
<b>Specification :</b>	See attached <b>Annexes “A &amp; B”</b> for the Terms and Conditions and Financial Bid.
<b>Delivery Date :</b>	Within Thirty (30) calendar days upon receipt of Notice to Proceed.

The Direct Contracting for the Procurement of Cleaner Blade for Sharp Photocopier 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 sealed or open quotation/proposal (Annex “B”) personally, by mail/courier, through facsimile or, via our official email account ([bac@prc.gov.ph](mailto:bac@prc.gov.ph)), duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

**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)*

**REGULAR MEMBERS**

**ARISTOGERSON T. GESMUNDO**  
Chairman

**OMAIMAH E. GANDAMRA**  
Vice-Chairperson

**WILMA T. UNANA**  
Member

**CRISANTO L. DECENA**  
Member

**CARLA ANGELINE B. UJANO**  
Member

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**MARIA LIZA M. HERNANDEZ**  
Vice-Chairman

**ARJAY R. ROSALES**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**PROVISIONAL MEMBERS**

**TEODORO V. MENDOZA II**  
Provisional Member, Non-IT Projects

**RICHARD M. ARANIEGO**  
Provisional Member, IT Projects

**SECRETARIAT:**

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**MARIA ENRICA D. JUBAY**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
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2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return  
*(for ABCs above P500,000.00)*
4. Secretary's Certificate / Authorization to sign as representative.

- ❖ *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 call the BAC Secretariat at Facsimile No. (02) 5310-0037 or email at bac@prc.gov.ph

Very truly yours,

  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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## ANNEX "A"

### REGULAR MEMBERS

  
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## TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposals through their duly authorized representative using the herein provided **OFFICIAL FORMS**.
- 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 must be denominated in Philippine peso and shall include all taxes, duties and/or levies payable.
- All quotations exceeding the approved budget for the contract shall be automatically rejected.
- Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.
- Payment shall be made through our Government Servicing Bank, the Land Bank of the Philippines, after delivery and upon the submission of the required supporting documents, i.e., order slip and/or billing statement, by the contractor. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
- 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. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: *Provided, however*, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS AND CONDITIONS FOR THE PROCUREMENT OF CLEANER BLADE FOR SHARP PHOTOCOPIER MACHINE

\_\_\_\_\_  
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 and Conditions on the subject Request for Quotation, I/We submit our quotation/s for the item/s as follows:

PROCUREMENT OF CLEANER BLADE FOR SHARP PHOTOCOPIER MACHINE			BID QUOTATION
ITEM	QTY	Approved Budget for the Contract	
Cleaner Blade for Sharp Photocopier Machine	36	Seventy Three Thousand One Hundred Sixteen Pesos (Php73,116.00)	

**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 AND BANK CHARGES.*

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

Designation:

Name of Company:

Address:

Contact No: