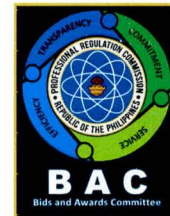




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



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Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-23

Date: _____
Contact Person: _____
Name of Company: _____
Contact Details: _____
PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT OF PRC STATIONARY PAPER, A4 and LEGAL** under **Small Value Procurement** under **Section 53.9 – Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

**NAME OF PROJECT: RFQ NO. 2024-23 - PROCUREMENT OF PRC
STATIONARY PAPER, A4 and LEGAL**

The Small Value Procurement of PRC Stationary Paper, A4 and Legal will be undertaken in accordance with **Section 53.9** of the 2016 Revised IRR of R.A. No. 9184 hence, bidder 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 using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 13 May 2024, at 12:00 NN**. Evaluation of quotation/proposal will be on **13 May 2024, at 1:30 PM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. 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 to be given a link for the meeting.

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

1. Valid Mayor’s/Business Permit;

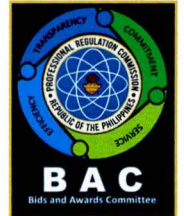
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and



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

The ID of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, 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" and "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.

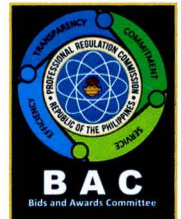
Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

TERMS AND CONDITIONS

- Bidders shall provide the 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.
- 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.
- The payment shall be subject to existing and applicable budgeting, accounting, and auditing rules.
- In order to guarantee that manufacturing defects will be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF PRC STATIONARY PAPER, A4 and LEGAL
Approved Budget for the Contract:	TWO HUNDRED NINETY-SIX THOUSAND NINE HUNDRED SEVENTY EIGHT PESOS and FIFTY-ONE CENTAVOS (Php 296,978.51) - Inclusive of VAT and all Taxes and Bank Charges
Project Site:	PROFESSIONAL REGULATION COMMISSION Procurement and Supply Division Ground Floor, Annex Building P. Paredes St., Sampaloc, Manila

TECHNICAL SPECIFICATIONS

PRC STATIONARY PAPER, A4 and LEGAL	
Specifications:	1. PRC Stationary Paper, A4 <ul style="list-style-type: none"> Paper: Multicopy, 80 GSM Size: 210mm x 297mm



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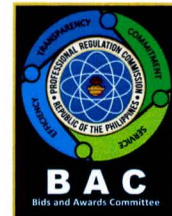
WIL CHARLOTTE G. OLARTE
 Member

	<ul style="list-style-type: none"> • Sheets per ream: 500 • Thickness: 0.09mm. minimum • Size Tolerance: ± 2mm in either direction • Cut sizes: shall be along machine direction • Stiffness (gurley), MD, 300 μN.m min. • Grammage size tolerance: -5% for laser printer, high speed copier, lithographic printing, etc. • With ISO certification logo and Bagong Pilipinas logo <p>2. PRC Stationary Paper, Legal</p> <ul style="list-style-type: none"> • Paper: Multicopy, 80 GSM • Size: 216mm x 330mm • Sheets per ream: 500 • Thickness: 0.09mm. min. • Size Tolerance: ± 2mm in either direction • Cut sizes: shall be along machine direction • Stiffness (gurley), MD, 300 μN.m min. • Grammage size tolerance: -5% for laser printer, high speed copier, lithographic printing, etc. • With ISO certification logo and Bagong Pilipinas logo
<p>Schedule of Requirements and Delivery Schedule:</p>	<p>1st Delivery</p> <ul style="list-style-type: none"> • 150 reams for A4 and 86 reams for Legal, within thirty (30) calendar days from receipt of Approved Sample (with contract) <p>2nd Delivery</p> <ul style="list-style-type: none"> • 105 reams for A4 and 86 reams for Legal, within thirty (30) calendar days from the completion of 1st delivery
<p>Other Requirement:</p>	<p>The Winning Bidder must provide sample upon issuance of the approved Contract</p>



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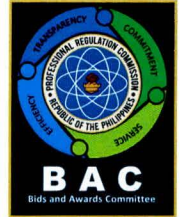
ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF PRC
STATIONARY PAPER, A4 and LEGAL

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE, DESIGNATION
AND PRINTED NAME OF THE 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 best offer/quotation for the item/s as follows:

PROCUREMENT OF PRC STATIONARY PAPER, A4 and LEGAL

TOTAL BID PRICE FOR THE PROJECT:

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: