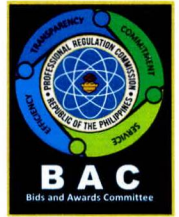




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-41

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 Customized Jacket as Token for the Delegates of the International Conference of the Professional Regulatory Board of Geodetic Engineering under the Approved Continuing Appropriations of International Conference Fund FY 2023 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:

PROCUREMENT OF CUSTOMIZED JACKET AS TOKEN FOR THE DELEGATES OF THE INTERNATIONAL CONFERENCE OF THE PROFESSIONAL REGULATORY BOARD OF GEODETIC ENGINEERING UNDER THE APPROVED CONTINUING APPROPRIATIONS OF INTERNATIONAL CONFERENCE FUND FY 2023

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally 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 JULY 17, 2024 at 9:00 AM**. Evaluation of quotation/proposal will be on **JULY 17, 2024 at 1:00 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

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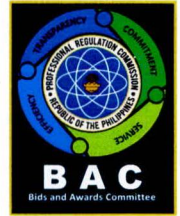
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Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individuals, 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, a 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
Chairperson, 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 that 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.
- Payment shall be made within 15 to 30 days upon receipt of the Statement of Account/ Billing Statement, on a bank-to-bank basis.
- The Lowest Calculated Bidder **may be subjected to Post-Qualification Conference** whenever necessary.

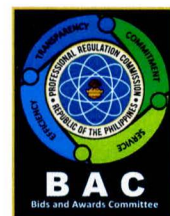
TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF CUSTOMIZED JACKET AS TOKEN FOR THE DELEGATES OF THE INTERNATIONAL CONFERENCE OF THE PROFESSIONAL REGULATORY BOARD OF GEODETIC ENGINEERING UNDER THE APPROVED CONTINUING APPROPRIATIONS OF INTERNATIONAL CONFERENCE FUND FY 2023
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 inclusive of all applicable bank and government charges: FORTY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-THREE PESOS AND TEN CENTAVOS ONLY (P48,883.10).
Specification:	See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.



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PROCUREMENT OF CUSTOMIZED JACKET AS TOKEN FOR THE DELEGATES OF THE INTERNATIONAL CONFERENCE OF THE PROFESSIONAL REGULATORY BOARD OF GEODETIC ENGINEERING UNDER THE APPROVED CONTINUING APPROPRIATIONS OF INTERNATIONAL CONFERENCE FUND FY 2023

The **International Conference for the Establishment of the ASEAN Qualifications Reference Framework on Surveying - Stage I (Extension)** is scheduled on August 11-14, 2024 and will be conducted outside the PRC Central Office. To maximize the attainment of the objectives of the event, an external service provider shall be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The service provider shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **FORTY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-THREE AND TEN CENTAVOS (Php48,883.10)** inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider shall be able to provide the customized jacket with the following specifications:

General Requirements

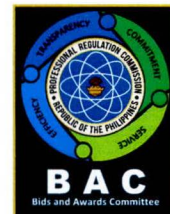
1. Conference Dates: **August 11-14, 2024**
2. Guaranteed number of persons: 35 pax (**13 Foreign delegates, 22 Local delegates**);
3. Windbreaker/parka jacket
4. Front long sturdy zipper pull; with pockets; casual loose fit
5. Durable water-repellent coating.
6. Embroidery two (2) inches logo embedded in the jacket on the left side (front)
7. Polyester/Microfiber/ water and wind resistant
8. Cuff: snap buttons/ garter
9. Pocket on both sides
10. Collar: Standing collar
11. Outer color: **Dark Blue-Green**
12. Sizes Breakdown: *(still subject to change upon submission of sample sizes)*

Size	Number of Pieces
Small	1
Medium	10
Large	10
Extra Large	10
2 Extra Large	4



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Member

III. Payment and Delivery

Delivery shall be consistent with the following schedule of requirements:

1. Sample

Delivery of sample should be made **within seven (7) calendar days upon receipt of layout/design/material from the end-user**. If the date of delivery of the sample falls on a weekend or a holiday, delivery must be on the next working day without penalty.

2. Full Delivery and Penalties

Full delivery should be made **within fifteen (15) calendar days after approval of the sample**. If the delivery date falls on a weekend or a holiday, delivery must be on the next working day without penalty.

The provision on *liquidated damages* under Section 68 of the 2016 Revised IRR of R.A. No. 9184 shall apply.

3. Place of Delivery

Full delivery shall be made at the –

PROFESSIONAL REGULATION COMMISSION
P. Paredes Street, Sampaloc, Manila

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equivalent to 10% of the contract price by the winning service provider.

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UNDER THE APPROVED CONTINUING APPROPRIATIONS OF
INTERNATIONAL CONFERENCE FUND FY 2023**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

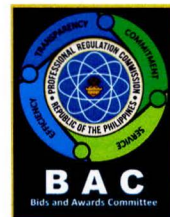
DESIGNATION: _____

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 CUSTOMIZED JACKET AS TOKEN FOR THE DELEGATES OF THE INTERNATIONAL CONFERENCE OF THE PROFESSIONAL REGULATORY BOARD OF GEODETIC ENGINEERING UNDER THE APPROVED CONTINUING APPROPRIATIONS OF INTERNATIONAL CONFERENCE FUND FY 2023

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:

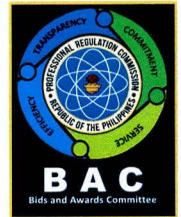
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Contact No:



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LAYOUT:



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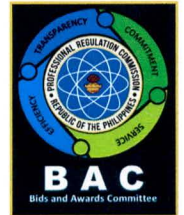
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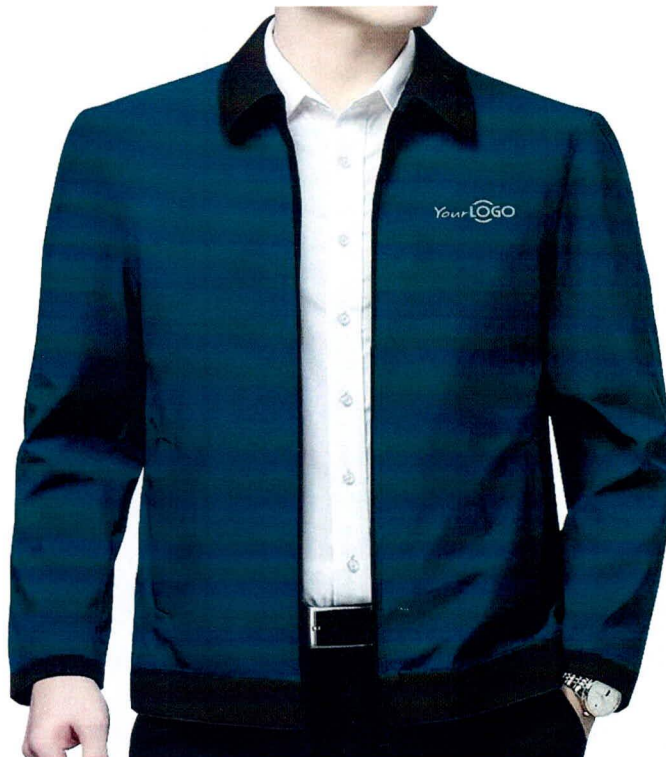
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PREFERRED COLOR:



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