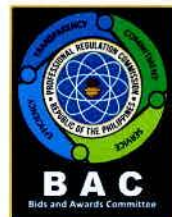




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



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Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-10

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 Supply and Delivery of Construction Materials** 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 SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS

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 MARCH 18, 2025 at 8:00 AM**. Evaluation of quotation/proposal will be on **MARCH 18, 2025 at 10:00 AM** at the BAC Conference Room, 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;

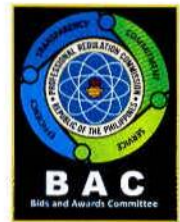
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

2. Proof of PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Notarized 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.

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
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 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 30 days upon submission of the required documents, and upon issuance of Inspection and Acceptance report (IAR) by Property and Supply Division.
- The Lowest Calculated Bidder **may be subjected to Post-Qualification Conference** whenever necessary.

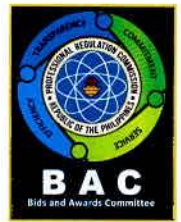
TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS
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: TWO HUNDRED FORTY-TWO THOUSAND ONE HUNDRED FORTY-SIX PESOS (P242,146.00).
Specification:	See attached Technical Specifications and Price Quotation Sheet / Financial Bid Form.



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PROCUREMENT OF SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS

TECHNICAL SPECIFICATIONS

Quantity	Unit of Measurement	Materials
13	pieces	Metal Studs (0.5mm x 102mm x 32mm 3m)
21	pieces	2" x 3" x 8' Lumber
1	set	Door Jamb, 2" x 4" (Inner Height: 2.1m; Inner width: 0.80m)
1	pieces	Flask Door (0.80m x 2.1m)
20	pieces	Metal Studs (0.5mm x 2" x 3" x 10')
12	pieces	Metal Track (0.5mm x 2" x 3" x 3m)
3	set	Entrance Doorknob
3	boxes	Blind Rivets 1/8 x 3/4"
2	pieces	Cutting Disc (Masonry) 4"
5	pieces	Cutting Disc (Metal) 4"
8	pieces	Sand Paper #120
196	pieces	Slotted Angle Bar (1 1/2" x 2" x 10')
576	pieces	Angle Brace (Corner Plate)
1900	pieces	Bolts and Units
8	pieces	Wrench (<i>compatible to bolts and nuts</i>)
37	pieces	Plywood (3/4" x 4' x 8')
2	pieces	Paint Brush (1/2")
4	pieces	Baby roller (4")
1	box	Flat head screw (3mm x 1")
4	pieces	1/4" Plywood (4'x8')
6	pieces	1" x 2" x 10' Lumber
12	pieces	Stainless Round Cabinet Handles (1" diam.)
10	pieces	Sanding Paper #100

DELIVERY AND PENALTIES

Full delivery should be made **within thirty (30) calendar days from receipt of signed Contract Agreement**. 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 71.1.4 of the IRR of R.A. No. 12009 shall apply.



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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 30 days upon issuance of the Inspection and Acceptance Report (IAR) and submission of all documents, as indicated in the Terms of Reference and other bidding documents, 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.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF
CONSTRUCTION MATERIALS**

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 SUPPLY AND DELIVERY OF CONSTRUCTION
MATERIALS**

Quantity	Unit of Measurement	Materials/Items	Total Approved Budget for the Contract (ABC)	Official Bid Amount
13	pieces	Metal Studs (0.5mm x 102mm x 32mm 3m)	1,664.00	
21	pieces	2" x 3" x 8' Lumber	7,560.00	
1	set	Door Jamb, 2" x 4" (Inner Height: 2.1m; Inner width: 0.80m)	1,662.00	
1	pieces	Flask Door (0.80m x 2.1m)	2,140.00	
20	pieces	Metal Studs (0.5mm x 2" x 3" x 10')	2,540.00	
12	pieces	Metal Track (0.5mm x 2" x 3" x 3m)	1,500.00	
3	set	Entrance Doorknob	1,455.00	
3	boxes	Blind Rivets 1/8 x 3/4"	741.00	
2	pieces	Cutting Disc (Masonry) 4"	364.00	
5	pieces	Cutting Disc (Metal) 4"	350.00	
8	pieces	Sand Paper #120	128.00	
196	pieces	Slotted Angle Bar (1 1/2" x 2" x 10')	97,020.00	
576	pieces	Angle Brace (Corner Plate)	38,592.00	
1900	pieces	Bolts and Units	26,600.00	
8	pieces	Wrench (compatible to bolts and nuts)	1,464.00	
37	pieces	Plywood (3/4" x 4' x 8')	53,391.00	
2	pieces	Paint Brush (1/2")	34.00	
4	pieces	Baby roller (4")	208.00	
1	box	Flat head screw (3mm x 1")	163.00	



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4	pieces	1/4" Plywood (4'x8')	1,860.00	
6	pieces	1" x 2" x 10' Lumber	1,170.00	
12	pieces	Stainless Round Cabinet Handles (1" diam.)	1,380.00	
10	pieces	Sanding Paper #100	160.00	
TOTAL			242,146.00	

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: