



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:


ARISTOGERSON T. GESMUNDO

Chairman


OMAIMAH E. GANDAMRA

Vice-Chairperson


WILMA T. UNANA

Member


CRISANTO L. DECENA

Member


CARLA ANGELINE B. UJANO

Member

ALTERNATE MEMBERS:

MARIA LIZA M. HERNANDEZ

Vice-Chairperson

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

Member

LIEZEL F. BURAGA

Member

JOEL P. IGNACIO

Member

REQUEST FOR QUOTATION

(RFQ) No. 2021 – 08

(Negotiated Procurement – Small Value Procurement)

Date: June 7, 2021

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 IRR of R.A. No. 9184 for the project: **PROVISION OF MEALS FOR THE PRC WEEK CELEBRATION.**

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,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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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: **Provision of Meals for the PRC Week Celebration** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	Provision of Meals for the PRC Week Celebration
Approved Budget for the Contract :	Three Hundred Twenty Thousand Pesos (P320,000.00)
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 or via email, 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 June 14, 2021** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **June 14, 2021**, at 1:00 in the afternoon, in the presence of the representative who may choose to attend.

❖ 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.
- Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a Cash Basis.



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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. 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 contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO

Assistant Commissioner
BAC Chairman



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ANNEX "A"

REGULAR MEMBERS:

[Signature]
ARISTOGERSON T. GESMUNDO

Chairman

[Signature]
OMAIMAH E. GANDAMRA

Vice-Chairperson

[Signature]
WILMA T. UNANA

Member

[Signature]
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[Signature]
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[Signature]
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TERMS OF REFERENCE (TOR)

PROVISION OF MEALS FOR THE PRC WEEK CELEBRATION

(Through Negotiated 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 Three hundred twenty Thousand Pesos (Php320,000.00) inclusive of all applicable bank and government charges.

II. Specification

Provision of Meals for the PRC Week Celebration

Pre-packed Lunch (400 pcs.)

- 1/4 Chicken (grilled/roasted/barbequed)
- one meat variant (choice of beef or sea food)
- Two (2) side dishes
- Rice (java, steamed, garlic)
- Dessert / Pastries
- Bottle / Canned Drink

Availability: For the Opening Program on June 16, 2021

Merienda Cena (400 pcs.)

- 1/4 Chicken (grilled/roasted/barbequed)
- Sandwich
- 1 Noodle dish /Pasta
- Dessert / Pastries
- Bottled / Canned Drink

Availability: For the Recognition Program on June 23, 2021

Schedule of Delivery:

For the Opening Program (**June 16, 2021**) 9:30 AM to 10:00 AM
For the Recognition Program (**June 23, 2021**) 2:00 PM to 2:30 PM

Payment:

Cash Basis, within five (5) working days from receipt of Statement of Account



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Terms and Conditions:

1. Price quotation of the bidder shall be inclusive of all applicable taxes and service charge/s.
2. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed.
3. The winning bidder shall submit the proposed menu as part of its proposal/bid.
4. The winning bidder shall be subjected to hosting the food tasting.
5. Change of schedule is allowed in case of fortuitous or unforeseen events beyond the control of the procuring entity.
6. The procuring entity may procure additional set of meals as the need arises at the same amount of the original contract price.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROVISION OF MEALS FOR PRC WEEK CELEBRATION

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 of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROVISION OF MEALS FOR THE PRC WEEK CELEBRATION

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: _____