



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:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

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Vice-Chairperson

JANE R. SEVESES
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TEODORO V. MENDOZA II
Member

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CRISANTO L. DECENA
Provisional Member, Non-IT Projects

REGIE O. TORRES
Provisional Member, IT Projects

SECRETARIAT:

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Secretary

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Member

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CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

MAUI G. EBORA
Member

REQUEST FOR QUOTATION (RFQ) No. 2021 – 90 (Negotiated Procurement – Small Value Procurement)

Date:

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: **PROCUREMENT OF WEB DEVELOPMENT SERVICE FOR THE SYSTEM ENHANCEMENT AND MODIFICATION OF THE EXISTING PROFESSIONAL REGULATION COMMISSION WEBSITE.**

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,

JOSE Y. CUETO, JR.
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: **Procurement of Web Development Service for the System Enhancement and Modification of the Existing Professional Regulation Commission Website** 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 :	PROCUREMENT OF WEB DEVELOPMENT SERVICE FOR THE SYSTEM ENHANCEMENT AND MODIFICATION OF THE EXISTING PROFESSIONAL REGULATION COMMISSION WEBSITE
Approved Budget for the Contract :	Three Hundred Ninety-Six Thousand Six Hundred Sixty-Eight Pesos and Seventy-Four Centavos (Php396,668.74)
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 No. **(02) 5-310-0037** or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided **herein on or before 10:00 in the morning of December 27, 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 **December 27, 2021, at 10:30 in the morning. Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC Secretariat’s email address.**

❖ 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.



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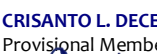

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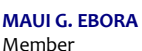

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7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank 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.

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. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).*

- ❖ *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 or email at bac@prc.gov.ph.

Very truly yours,


JOSEY. CUETO, JR.
Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

PROCUREMENT OF WEB DEVELOPMENT SERVICE FOR THE SYSTEM ENHANCEMENT AND MODIFICATION OF THE EXISTING PROFESSIONAL REGULATION COMMISSION WEBSITE

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

I. RATIONALE

The current version of the Professional Regulation Commission Official Website (www.prc.gov.ph) was deployed in 2017 with improved design, functionality, content management, and overall usability from the previous version. However, after a few years of utilization, several modifications and improvements are deemed necessary to align with current settings and requirements.

To facilitate these objectives, an external web development service shall be contracted with the following terms and conditions:

II. 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 (ABC) in the total amount of Three Hundred Ninety-Six Thousand Six Hundred Sixty-Eight Pesos and Seventy-Four Centavos (Php396,668.74) inclusive of all applicable bank and government charges.

III. SCOPE OF SERVICE

The service provider shall be able to provide the following upgrades / enhancements / added features:

- A. Must upgrade to the latest version of Drupal, Apache and PHP.
- B. Restructure of News and Events block and page: improved search and archive section, separate section of different types of news and articles at the front page, separate section for exam releases at front page and content page, add Photo Releases section.
- C. Include separate section for Regional Offices News and Articles at the front page and content page.
- D. Improve search options for entire web contents for visitors/clients.
- E. Improve search for articles/items/content for end users/webmasters.
- F. Fix issues: unresponsive page (e.g. News and Events page), SSL certificates, and Google search of previously posted files.



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G. Remake these pages from Basic page to content pages:

1. Procurement
 2. Vacant positions
 3. Transparency Seal
 4. Schedule of Exam
 5. Room Assignments
 6. Downloads
- H. Flexibility for additional section/s and subsection/s
- I. Must improve overall page designs and structures.

IV. DEVELOPMENT SCHEDULE (UPON RECEIPT OF CONTRACT)

	Duration (in calendar days)
Plan Presentation	5
Phase 1 – System Development / Enhancement	40
Phase 2 – System Testing / Debugging	10
Phase 3 – End-Users' Testing / Debugging	10
End-Users' Acceptance	5
Total No. of days	70

V. PAYMENT SCHEME

Activities	Percentage of Contract Price
Issuance of Contract	15%
Plan Presentation	5%
Phase 1 – System Development / Enhancement	20%
Phase 2 – System Testing / Debugging	10%
Phase 3 – End-Users' Testing / Debugging	10%
End-Users' Acceptance	30%
Retention	10%
TOTAL	100%

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF WEB DEVELOPMENT SERVICE FOR THE SYSTEM ENHANCEMENT AND MODIFICATION OF THE EXISTING PROFESSIONAL REGULATION COMMISSION WEBSITE

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)

PROCUREMENT OF WEB DEVELOPMENT SERVICE FOR THE SYSTEM ENHANCEMENT AND MODIFICATION OF THE EXISTING PROFESSIONAL REGULATION COMMISSION WEBSITE

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: _____