



# 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](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

**ERWIN M. ENAD**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION (RFQ) No. 2022-100 to 101 (Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact details:

PHILGEPS Registration Number (required):

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 in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project:

### NAME OF PROJECT: **SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (LOT 1 & 2)**

**Lot 1 - RFQ NO. 2022-100 – Supply and Delivery of Photocopier Machine**

**Lot 2 - RFQ NO. 2022-101 – Supply and Delivery of Electric Typewriter**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 18 November 2022 at 8:00 AM**. Evaluation of quotation/proposal will be on **18 November 2022, at 9:00 AM** 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/ 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)*



# 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](mailto:bac@prc.gov.ph)

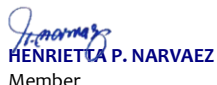


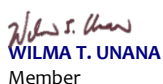
## REGULAR MEMBERS:

  
**ERWIN M. ENAD**  
Chairman

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

  
**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

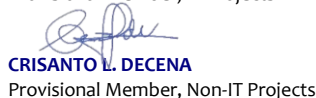
**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

  
**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

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) / Special Power of Attorney 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.

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](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**ERWIN M. ENAD**  
Commissioner  
BAC Chairman



# 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](mailto:bac@prc.gov.ph)



ANNEX "A"

## REGULAR MEMBERS:

**ERWIN M. ENAD**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## ❖ TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
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.
9. In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

## ❖ TERMS OF REFERENCE

<b>Name of Project :</b>	<b>SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (LOT 1 &amp; 2)</b>
<b>Approved Budget for the Contract :</b>	The supplier shall bid for the items described in this Terms of Reference,  Lot 1 - RFQ NO. 2022-100 – Supply and Delivery of Photocopier Machine – <b>Forty-One Thousand Two Hundred Pesos (Php41,200.00)</b>  Lot 2 - RFQ NO. 2022-101 – Supply and Delivery of Electric Typewriter – <b>Twenty-Nine Thousand Five Hundred Thirty-Three Pesos and Thirty-Three Centavos (Php29,533.33)</b>  Inclusive of all applicable bank and government charges.
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>



# 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](mailto:bac@prc.gov.ph)



**REGULAR MEMBERS:**

*Erwin M. Enad*  
**ERWIN M. ENAD**  
 Chairman

*Maria Liza M. Hernandez*  
**MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson

**GISELLE G. DURANA**  
 Member

*Henrietta P. Narvaez*  
**HENRIETTA P. NARVAEZ**  
 Member

*Wilma T. Unana*  
**WILMA T. UNANA**  
 Member

**ALTERNATE MEMBERS:**

**JANE R. SEVESES**  
 Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
 Member

**MARIDEL G. BANASIG**  
 Member

**TEODORO V. MENDOZA II**  
 Member

**PROVISIONAL MEMBERS:**

**REGIE O. TORRES**  
 Provisional Member, IT Projects

*Crisanto L. Decena*  
**CRISANTO L. DECENA**  
 Provisional Member, Non-IT Projects

**SECRETARIAT:**

**KAREN M. MAGSALIN**  
 Secretary

**MARGIERY D. DULIN**  
 Member

**LIEZEL F. BURAGA**  
 Member

**CHRISTOPHER A. MAYO**  
 Member

**ELIEZER C. LEYCO**  
 Member

**JOEL P. IGNACIO**  
 Member

**ARVIN R. LUNAR**  
 Member

**NOMAN MAUI G. EBORA**  
 Member

Technical Specifications and Schedule of Requirements	
<b>LOT 1</b>	<p><b>Supply and Delivery of Photocopier Machine</b></p> <ul style="list-style-type: none"> <li>• One (1) Piece</li> <li>• Print, copy, scan, and fax</li> <li>• Digital copier with network printing, color scanning, and network Fax</li> <li>• Print Speed: 40 ppm</li> <li>• Color touch panel</li> <li>• USB, Ethernet, and Wi-Fi connectivity</li> <li>• Automatic document feeder</li> <li>• Copy, print, and scan resolution of 600x600 dpi</li> <li>• 1200x1200 dpi high-resolution quality printing</li> <li>• Original size and copy size are from A6 up to Legal size</li> <li>• Input paper capacity of 250 sheets universal paper cassette and 100 sheets multi-purpose tray</li> <li>• Bypass Tray: 50 sheets</li> <li>• Scanner Type: Flatbed</li> <li>• Copy reduce/enlarge setting: 25 to 400%</li> <li>• Scan file format: Jpeg, PDF, Tiff</li> <li>• One (1) year warranty on accessories and options from the date of delivery</li> </ul> <p><b>Delivery Period: Ten (10) Calendar days upon receipt of the contract</b></p>
<b>LOT 2</b>	<p><b>Supply and Delivery of Electronic Typewriters</b></p> <ul style="list-style-type: none"> <li>• On1 (1) piece</li> <li>• Type carrier: Type wheel / 100</li> <li>• Write power: 11 characters/sec</li> <li>• Print selection: 10/12/15</li> <li>• Line spacing: 1 / 1.5 / 2</li> <li>• Keyboard 45 keys</li> <li>• Keyboard Height: 40 mm</li> <li>• Paper width: 330 mm/ 13"</li> <li>• Typing width: 229 mm/ 9"</li> <li>• Max. Writing width: 229 mm</li> <li>• Impression Control: 3 levels</li> <li>• 16K text capacity for CDL MD</li> <li>• 20 characters display for CDL MD</li> <li>• Dimensions (HxWxD): 117 x 412 x 375 mm</li> <li>• Weight: 5.4 kg</li> <li>• Special edition: boldface, underline, word underline, automatic paper feed.</li> <li>• Tabulators: Decimal Tab</li> <li>• Correction device: Lift-off</li> <li>• Manual Correction</li> <li>• Correction Memory: 90 characters</li> <li>• Automatic correction: Character/word/manual</li> </ul>




# 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](mailto:bac@prc.gov.ph)




## REGULAR MEMBERS:

  
**ERWIN M. ENAD**  
Chairman

  
**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

  
**HENRIETTA P. NARVAEZ**  
Member

  
**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

  
**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

- Text memory: 16 kb
- Centering

**Delivery Period: Ten (10) calendar days upon receipt of the contract**

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (LOT 1 & 2)

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
OF AUTHORIZED REPRESENTATIVE,  
DESIGNATION AND PRINTED NAME OF COMPANY



# 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](mailto:bac@prc.gov.ph)



ANNEX "B"

## REGULAR MEMBERS:

**ERWIN M. ENAD**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## 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)**

### SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT (LOT 1 & 2)

#### LOT 1 – RFQ No. 2022-100 – SUPPLY AND DELIVERY OF PHOTOCOPIER MACHINE

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

#### LOT 2 – RFQ No. 2022-101 – SUPPLY AND DELIVERY OF ELECTRIC TYPEWRITER

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: