



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



REQUEST FOR QUOTATION (RFQ) No. 2022 - 55 (Negotiated Procurement – Small Value Procurement)

REGULAR MEMBERS:

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JOSE Y. CUETO, JR.
Chairman

Maria
MARIA LIZA M. HERNANDEZ
Vice-Chairperson

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Member

Henrietta
HENRIETTA P. NARVAEZ
Member

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WILMA T. UNANA
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Member

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Provisional Member, Non-IT Projects

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Provisional Member, IT Projects

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Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

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: **SUPPLY AND DELIVERY OF HP 107A TONER.**

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B" for your reference.

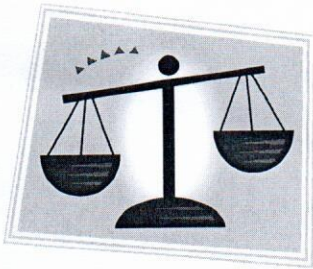
For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Thank you.

Very truly yours,

Jan
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: **Supply and Delivery of HP 107A Toner** 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 :	SUPPLY AND DELIVERY OF HP 107A TONER
Approved Budget for the Contract :	Eight Hundred Nine Thousand Nine Hundred Pesos (Php809,900.00)
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 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 **9:00 in the morning of August 11, 2022** 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 **August 11, 2022, 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.
- Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.



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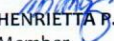


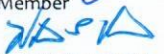
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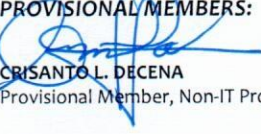
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8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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,


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Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

SUPPLY AND DELIVERY OF HP 107A TONER

(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

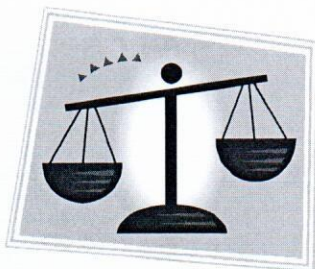
The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of Eight Hundred Nine Thousand Nine Hundred Pesos (Php809,900.00) inclusive of all applicable bank and government charges.

II. Specification

SUPPLY AND DELIVERY OF HP 107A TONER	
QTY	Technical Specifications and Schedule of Requirement
260 pcs.	<ul style="list-style-type: none"> ➤ Original Black Toner Compatible with HP Laser MFP 137fnw ➤ Bidder shall submit Original/Certified True Copy of the following documents: <ul style="list-style-type: none"> • Manufacturers Certificate as to the authenticity of the product • Certificate as Authorized Reseller/Distributor ➤ Should the item delivered is found to be defective of not authentic, the bidder shall replace the item immediately within three (3) calendar days from the receipt of request for replacement.
DELIVERY PERIOD: Ninety (90) calendar days upon receipt of contract.	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF HP 107A TONER

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) SUPPLY AND DELIVERY OF HP 107A TONER

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: _____