



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:

ERWIN M. ENAD
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

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OMAIMAH E. GANDAMRA
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MARIDEL G. BANASIG
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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 - 74

Date:

Contact Person:

Name of Company:

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:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR NINE (9) MONTHS.

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 using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than 14 September 2022 at 9:00 AM**. Evaluation of quotation/proposal will be on **14 September 2022, at 9:30 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:

- 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)
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
(for ABCs above P500,000.00)
- 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.)



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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.

Thank you.

Very truly yours,

ERWIN M. ENAD
Commissioner
BAC Chairman



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ANNEX "A"

❖ 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.

❖ TERMS OF REFERENCE

Name of Project :	SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR NINE (9) MONTHS
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 Two Hundred Forty-Three Thousand Pesos (Php243,000.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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QTY	Technical Specifications and Schedule of Requirement
5,400 bottles	a) Purified water in 5-gallon capacity plastic bottle. b) Purification involves multi-stage process of water filtration including and minimum of 16 stages Reverse Osmosis System. c) Supplier must ensure sufficient stock for consumption. d) Free use of at least fifty (50) units hot and cold water non-spill dispensers. e) Water dispensers shall be tower type and dispense both hot and cold water. f) Cost of plastic container: Free use / no deposit. g) Containers must be in good shape, clean and well maintained. h) Cap of container must be plastic sealed. i) Delivery schedule and pick up of empty containers: twice a week, from Monday to Thursday only, and during working hours. j) During emergency: anytime delivery schedule. k) No delivery charge. l) Monthly water test result issued by Department of Health (DOH) accredited laboratories. m) Free cleaning and maintenance services of the hot and cold dispensers, as may be required, including repair and replacement of its units and parts. n) Machines that can no longer be repaired shall immediately be replaced with a new unit. o) Payment shall be made to the supplier on a monthly billing basis (based on actual number of delivered bottles)

**ACKNOWLEDGMENT AND COMPLIANCE
 WITH THE TERMS OF REFERENCE FOR
 SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF
 HOT AND COLD WATER DISPENSER FOR NINE (9) MONTHS**

 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:

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR NINE (9) MONTHS

Bid Price per bottle:

In Figures: _____

In Words: _____

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: