



Professional Regulation Commission

REQUEST FOR QUOTATION

RFQ #: 2023-004

Date: March 22, 2023

SIR / MADAM:

The Professional Regulation Commission, through its Bids and Awards Committee, intends to procure the items listed and described hereunder, in accordance with Section 52 (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best proposal/offer duly signed by you or your duly authorized representative in any or all lots described herein not later than March 31, 2023 at 3:00pm. Submit your quotation to the BAC office, 4th floor PRC Annex Building or through the BAC email address at bac@prc.gov.ph or facsimile No. 5310-0037. **Quotations exceeding the Approved Budget for the contract shall be rejected.**

The following documents are also required to be submitted along with your quotation/proposal on the specified deadline above.

1. Photocopy of Valid Business Permit
2. Proof of Philgeps Registration

Very truly yours,

ERWIN M. ENAD
 Commissioner
 Chairman, Bids and Awards Committee

ITEM (with Specification)	QUANTITY	Approved Budget for the Contract (ABC)	Offered Price per Unit	Total Offered Quotation (Quantity x Unit Price)
Ballpen, black Specifications: • Pen tip size: 0.5mm / 0.7mm • Easy and super-smooth writing	1,425 pcs	Php32,090.00 Php14,250.00		In words: 1. _____ 2. _____
Ballpen, blue Specifications: • Pen tip size: 0.5mm / 0.7mm • Easy and super-smooth writing	1,275 pcs	Php12,750.00		3. _____
Ballpen, red Specifications: • Pen tip size: 0.5mm / 0.7mm • Easy and super-smooth writing	509 pcs	Php5,090.00		In figures: 1. _____ 2. _____ 3. _____
Delivery Period : Within Twenty (20) calendar days from receipt of Purchase Order (PO)				(Inclusive of VAT and other taxes)

Signature Over Printed Name

Position / Designation

Telephone/ Fax No/E-mail Address

NOTE: MODE OF PAYMENT: BANK TO BANK (OTHER THAN LANDBANK ACCOUNT, BANK CHARGES SHALL BE PAID BY THE SUPPLIER)

By: ASEU/enio