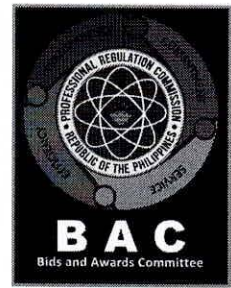




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Email: bac@prc.gov.ph



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Member

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Member

REQUEST FOR QUOTATION
RFQ No. 2024-09

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project:

NAME OF PROJECT: PROCUREMENT OF PORTABLE PRINTER

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 21 March 2024, at 09:00 AM**. Evaluation of quotation/proposal will be on **21 March 2024, at 09:30 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.

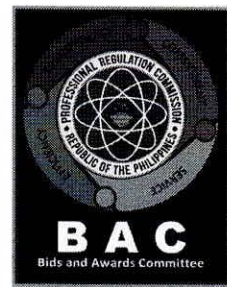
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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)



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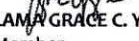
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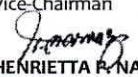
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4. Notarized Omnibus Sworn Statement

5. Duly notarized Secretary's Certificate with a copy of valid government issued ID of the Corporate Secretary (*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" and "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.

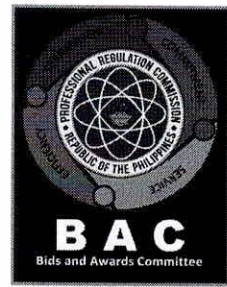
Very truly yours,


LORD LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

❖ **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.
- Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
- 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.
- Payment shall be made Semi-Annual.

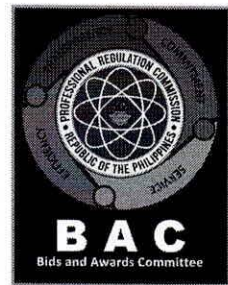
❖ **TERMS OF REFERENCE**

Name of Project :	NAME OF PROJECT: PROCUREMENT OF PORTABLE PRINTER
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-Nine Thousand Pesos and Three Centavos (Php249,000.03) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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PROCUREMENT OF PORTABLE PRINTER			
ITEMS	QTY	Technical Specifications and Schedule of Requirements	
RFQ NO. 2024-09	9 units	Minimum Specification:	
		Maximum Printing Resolution	4800 (horizontal) x 1200 (vertical) dpi
		Number of Ink Cartridge	2
		Input Capacity (Rear Tray)	Up to 50 sheets
		Print Speed: Document B&W / Colour	9.0 / 5.5 ipm (mono/colour)
		Supported Paper Type	Plain Paper, High Resolution Paper, Matte Photo Paper, Double-Sided Matte Paper, Photo Paper Plus Glossy II, Photo Stickers, Envelope
		Paper Size	A4, A5, B5, LTR, LGL, Envelopes (DL, COM10), Square (5 x 5", 3.5 x 3.5"), Card Size (91 x 55 mm), 4 x 6", 5 x 7", 7 x 10", 8 x 10"
		Interface	Wireless LAN IEEE802.11n/IEEE802.11g/IEEE802.11b/IEEE 802.11a, Type C: Hi-Speed USB
		System Requirements	Atleast Windows 10 / 8.1, OS X 10.11.6, macOS 10.12 ~ 10.15, Chrome OS
		Display Panel	Atleast 1.44"/3.6 cm OLED Display (Monochrome)
		Power	AC 100-240 V, 50/60 Hz
		Monthly Duty Cycle	Up to 500 pages/month
		External Battery Type	Lithium-ion
		Voltage Level	DC 10.8 V; 2170 mAh
		Charging Time (Approx.)	2hrs 20 min (AC adaptor), 5hrs (USB 1.5 A)
Toners	Provision of additional one (1) new set of toners (standard yield) per printer must be included, beside the trial/initial set of toners installed in the printer.		
Page Yield for Toner (Plain Paper A4)	Black: Atleast 200 Color: Atleast 260		
Weight (approx.)	2.1 kg (2.3kg - with optional battery)		
Warranty	1 year on parts and services		
Delivery Period: 30-45 Calendar Days upon receipt of the Contract			

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF PORTABLE PRINTER

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

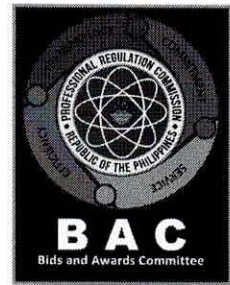
DESIGNATION: _____

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:

PROCUREMENT OF PORTABLE PRINTER				
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
			BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
RFQ No. 2024-09	9 units	Php249,000.03		

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT AND PRICE PER ITEM, INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: