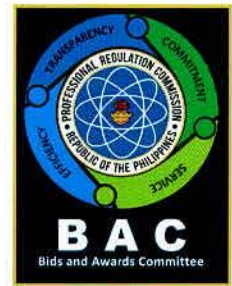




Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: bac@prc.gov.ph



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Member

WIL CHARLOTTE G. OLARTE  
Member

**REQUEST FOR QUOTATION**  
**RFQ No. 2024-10**

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:

**PROCUREMENT OF STICKER PAPER, MATTE**

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 25 March 2024, at 09:30 AM**. Evaluation of quotation/proposal will be on **25 March 2024, at 10:30 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)*
4. Omnibus Sworn Statement  
*(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)*.





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



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**WIL CHARLOTTE G. OLARTE**  
Member

- ❖ 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 via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

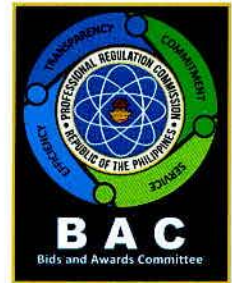
Very truly yours,

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



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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. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. 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**

<b>Name of Project :</b>	<b>PROCUREMENT OF STICKER PAPER, MATTE</b>
<b>Approved Budget for the Contract :</b>	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 <b>Nineteen Thousand Nine Hundred Ninety-Eight Pesos and Seventy-Two Centavos (Php19,998.72)</b> inclusive of all applicable bank and government charges.
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>





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Member

**WIL CHARLOTTE G. OLARTE**  
Member

**PROCUREMENT OF STICKER PAPER, MATTE**

ITEMS	QTY	Technical Specifications and Schedule of Requirement
<b>Sticker Paper, Matte</b>	<b>1,953 pcs</b>	Specifications: Stock: Satin Sticker Page: 1 side print Size: 4.5" x 2.5" Color: 4/0 Process: Offset Printing Binding: Loose Others: With matte lamination file supplied

**DELIVERY TERM:**

- Within Fifteen (15) calendar days from receipt of signed contract

**ACKNOWLEDGMENT AND COMPLIANCE  
WITH THE TERMS OF REFERENCE FOR  
PROCUREMENT OF STICKER PAPER, MATTE**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

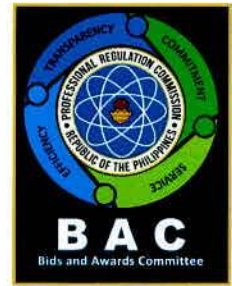
DESIGNATION: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_



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**ANNEX "B"**

**REGULAR MEMBERS:**

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 Chairman

OMAIMAH E. GANDAMRA  
 Vice-Chairperson

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 Member

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 Member

WIL CHARLOTTE G. OLARTE  
 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:

**PROCUREMENT OF STICKER PAPER, MATTE**

**Total Bid Price for the Project:**

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

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

**\*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:**

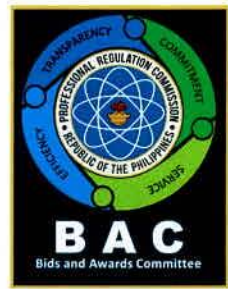
**Contact No:**





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Member

• **STICKER PAPER, MATTE (Sample)**

OFFICE/DIVISION/SECTION: _____ DESCRIPTION: _____ MODEL NO./SERIAL NO.: _____ PROPERTY NO.: _____ ACQUISITION DATE/COST: _____ PERSON ACCOUNTABLE: _____ VALIDATE BY: INVENTORY COMMITTEE _____	OFFICE/DIVISION/SECTION: _____ DESCRIPTION: _____ MODEL NO./SERIAL NO.: _____ PROPERTY NO.: _____ ACQUISITION DATE/COST: _____ PERSON ACCOUNTABLE: _____ VALIDATE BY: INVENTORY COMMITTEE _____
OFFICE/DIVISION/SECTION: _____ DESCRIPTION: _____ MODEL NO./SERIAL NO.: _____ PROPERTY NO.: _____ ACQUISITION DATE/COST: _____ PERSON ACCOUNTABLE: _____ VALIDATE BY: INVENTORY COMMITTEE _____	OFFICE/DIVISION/SECTION: _____ DESCRIPTION: _____ MODEL NO./SERIAL NO.: _____ PROPERTY NO.: _____ ACQUISITION DATE/COST: _____ PERSON ACCOUNTABLE: _____ VALIDATE BY: INVENTORY COMMITTEE _____