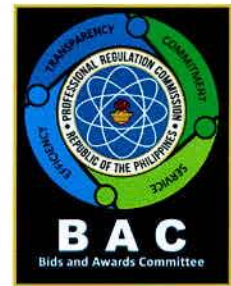




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



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Provisional Member, IT Projects

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Secretary

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JOHN LEONARD I. RELLOSA
Member

WIL CHARLOTTE G. OLARTE
Member

REQUEST FOR QUOTATION
RFQ No. 2024 - 11 & 12

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 FOR PRC WOMEN'S MONTH CELEBRATION
(LOT 1 & 2)

LOT 1- RFQ NO. 2024-11_PROCUREMENT OF ADVOCACY T-SHIRT

LOT 2- RFQ NO. 2024-12_PROCUREMENT OF TOTE BAG WITH ZIPPER

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 25 March 2024, at 09:30 AM**. Evaluation of quotation/proposal will be on **25 March 2024, at 11:30 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.

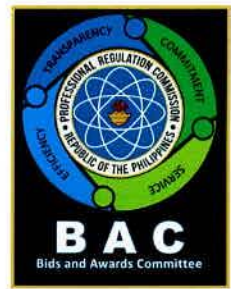
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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)



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Member

WIL CHARLOTTE G. OLARTE
Member

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" & "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.

Thank you.

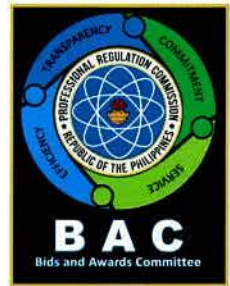
Very truly yours,

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



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ANNEX "A"

REGULAR MEMBERS:

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Chairman

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Member

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Member

❖ **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.

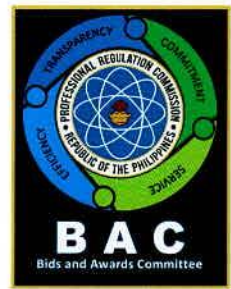
❖ **TERMS OF REFERENCE**

Name of Project :	PROCUREMENT FOR PRC WOMEN'S MONTH CELEBRATION (LOT 1 & 2)
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 inclusive of all applicable bank and government charges for the following charges: LOT 1- RFQ NO.2024-11- Procurement of Advocacy T-Shirt with Approved Budget for the Contract of One Hundred Fourteen Thousand Eight Hundred Thirty-Seven Pesos (Php114,837.00) LOT 2- RFQ NO.2024-12- Procurement of Tote Bag with Zipper with Approved Budget



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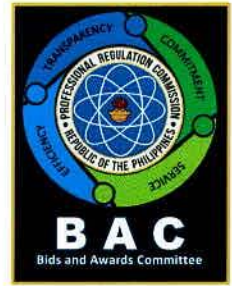
WIL CHARLOTTE G. OLARTE
Member

	for the Contract of Thirty-Six Thousand Pesos (Php36,000.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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PROCUREMENT FOR PRC WOMEN'S MONTH CELEBRATION (LOT 1 & 2)		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
LOT 1- RFQ NO. 2024-11_ADVOCACY T-SHIRT	379 pcs	SPECIFICATIONS: <ul style="list-style-type: none"> • Round Neck T-shirt • Color Type: Royal Purple • Texture Type: Cotton • Printing Method: Heat Transfer/DTG/DTF • Print Design: Print Size must be visually clear and readable • PRC 2024 NWMC logo Design: 9(L) x 10 (H) inches
LOT 2- RFQ NO. 2024-12_TOTE BAG WITH ZIPPER	250 pcs	SPECIFICATIONS: <ul style="list-style-type: none"> • Color Type: Royal Purple • Printing Method: /DTF • Size: 13 x 15 in • 2 in base • Print Design: Print Size must be visually clear and readable. • Logo Design: 8 x 8 inches
DELIVERY TERM:		
- Within Seven (7) days upon receipt of signed contract		

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR
PROCUREMENT FOR PRC WOMEN'S MONTH CELEBRATION (LOT 1 & 2)**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

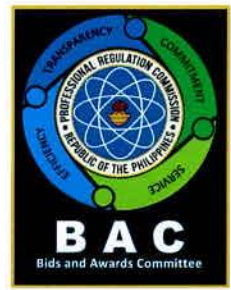
DESIGNATION: _____

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 FOR PRC WOMEN'S MONTH CELEBRATION (LOT 1 & 2)				
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
			BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
LOT 1- RFQ NO. 2024-11_ADVOCACY T-SHIRT	379 pcs @ Php303.00 per piece	Php114,837.00		
LOT 2- RFQ NO. 2024-12_TOTE BAG WITH ZIPPER	250pcs @ Php144.00 per piece	Php36,000.00		

*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:

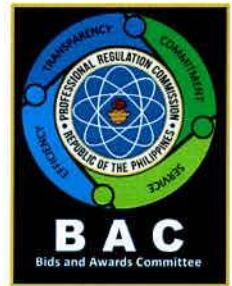
Address:

Contact No:



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Member

1. ADVOCACY T-SHIRT (LAY-OUT)

**2024 National Women's Month
PRC T-Shirt Design**



SAMPLE DESIGN

Specifications:
Round Neck T-Shirt

Color: Royal Purple (#5A0098)
Texture Type: Cotton
Printing Method: Heat Transfer /DTG/ DTF
Print Design: Print must be visually clear and readable

LOGO DESIGN

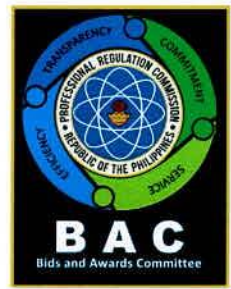


PRC 2024 NWMC Logo Design:
9 (L) x 10 (H) inches



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Member

2. TOTE BAG WITH ZIPPER (LAY-OUT)

**2024 National Women's Month
PRC Tote Bag Design**

SAMPLE DESIGN

15 (H) inches



13 (L) inches

Specifications:

13(L) x 15 (H) inches

Color: Royal Purple (#7030AC)

Texture Type: Canvass

Printing Method: Heat Transfer
/DTG/ DTF

Print Design: Print must be
visually clear and readable

LOGO DESIGN

8 x 8 inches

