



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

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-26

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 Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **PROCUREMENT FOR THE SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS** under **Negotiated Procurement – Small Value Procurement** under **Section 53.9** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT: PROCUREMENT FOR THE SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS

Bidders who are legally, technically, and financial capable may submit their accomplished open quotation/proposal personally 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 JUNE 14, 2024 at 9:00 AM**. Evaluation of quotation/proposal will be on **JUNE 14, 2024 at 10:00 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) are required to be submitted:”

1. Valid Mayor’s/Business Permit;

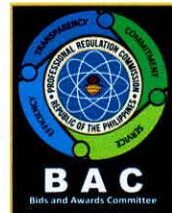
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (for ABCs above Php 500,000);
4. Noatrized Omnibus Sworn Statement; and



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5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, 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,


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 the 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 to 30 days upon receipt of the Statement of Account/ Billing Statement, on a bank-to-bank basis.
9. Lowest Calculated Bidder **may be subjected to post-qualification** whenever necessary.

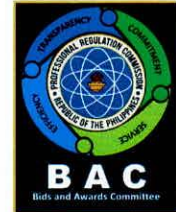
TERMS OF REFERENCE

Name of the Project:	SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS
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 inclusive of all applicable bank and government charges. <ul style="list-style-type: none">• ONE HUNDRED EIGHTY THOUSAND TWO HUNDRED NINETY-FOUR PESOS AND NINETY-EIGHT CENTAVOS (PHP180,294.98)
Project Site:	PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila



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TECHNICAL SPECIFICATIONS

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
RFQ NO. 2024-26 SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS	<u>703 Boxes</u> <u>1,050 Pieces</u>	1. SURGICAL MASK <ul style="list-style-type: none"> FDA-approved Medical Grade Must be supplied by a Legitimate Supplier of Medical Supplies 2. KN95 MASK <ul style="list-style-type: none"> FDA Approved Medical Grade Must be supplied by a Legitimate Supplier of Medical Supplies Delivery Term: <u>Within Thirty (30) calendar days from receipt of contract.</u>

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF SURGICAL AND KN95 MASKS

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE, DESIGNATION
AND PRINTED NAME OF THE 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 SUGICAL AND KN95 MASKS					
ITEMS	PARTICULARS	QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
				BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
RFQ NO. 2024-26 – SUPPLY AND DELIVERY OF SUGICAL AND KN95 MASKS	Surgical Mask	703 boxes	Php166,371.98		
	KN95 Mask	1,050 pieces	Php13,923.00		
GRAND TOTAL			Php180,294.98		

***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.**

PLEASE QUOTE YOUR BEST OFFER FOR THE ABOVE ITEM/S. KINDLY FILL OUT THE FORM COMPLETELY AND INDICATE "NO BID" FOR THE PROJECTS WITHOUT BID PROPOSAL.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: