



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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**DANNY MORRIS G. VALLEJOS**  
Provisional Member, IT Projects

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Member

**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**Small Value Procurement**  
**RFQ No. 2024-27**

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 OF STEEL CABINET WITH MULTI DRAWER** 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 OF STEEL CABINET WITH MULTI DRAWER**

Bidders who are legally, technically, and financial capable may submit their accomplished open quotation/proposal personally 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 JUNE 3, 2024 at 01:00 PM**. Evaluation of quotation/proposal will be on **JUNE 3, 2024 at 1:30 PM** at the BAC Office, 4<sup>th</sup> 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*);



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4. Notarized Omnibus Sworn Statement; and
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](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**

- Bidders shall provide the 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.
- 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 within 30 days upon issuance of the Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents, as indicated in the Terms of Reference and other bidding documents.
- Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

**TERMS OF REFERENCE**

Name of the Project:	<b>PROCUREMENT OF STEEL CABINET WITH MULTI DRAWER</b>
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 <b>Fifty-Two Thousand Six Hundred Ninety-Eight Pesos (Php 52,698.00)</b> inclusive of all applicable bank and government charges for the following projects:
Project Site:	<b>PROFESSIONAL REGULATION COMMISSION</b> P. Paredes St., Sampaloc, Manila





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**TECHNICAL SPECIFICATIONS**

<b>PROCUREMENT OF STEEL CABINET WITH MULTI DRAWER</b>		
<b>ITEMS</b>	<b>QTY</b>	<b>Technical Specifications and Schedule of Requirements</b>
STEEL CABINET WITH MULTI DRAWER	4 units	<ul style="list-style-type: none"> <li>• Steel Cabinet with swing glass door</li> <li>• 5 layers - adjustable shelves</li> <li>• Cabinet with door lock and key</li> <li>• Drawer sliding railing</li> <li>• Dimension: (1850H x 900W x 400D) MM</li> <li>• Color: Beige/Off White/Light Gray</li> <li>• Powder-coated steel</li> <li>• Thickness: Gauge 20</li> </ul>
<b>Delivery Terms:</b> Thirty (30) Working days upon receipt of the Contract.		

**ACKNOWLEDGMENT AND COMPLIANCE  
 WITH THE TERMS OF REFERENCE FOR THE  
 PROCUREMENT OF STEEL CABINET WITH MULTI DRAWER**

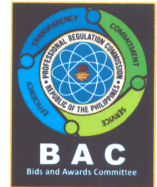
\_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME  
 OF AUTHORIZED REPRESENTATIVE, DESIGNATION  
 AND PRINTED NAME OF THE COMPANY





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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:

PROCUREMENT OF STEEL CABINET WITH MULTI DRAWER				
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	PRICE QUOTATION	
			BID PRICE PER UNIT	TOTAL BID PRICE QUOTATION (In Figure and In Words)
RFQ No. 2024-27	4 units	Php52,698.00		

**\*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:**