



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



REQUEST FOR QUOTATION (RFQ) No. 2022 - 20 (Negotiated Procurement – Small Value Procurement)

REGULAR MEMBERS:

JOSE Y. CUETO, JR.
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

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Vice-Chairperson

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Member

MARIDEL G. BANASIG
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Member

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CRISANTO L. DECENA
Provisional Member, Non-IT Projects

REGIE O. TORRES
Provisional Member, IT Projects

SECRETARIAT:

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Secretary

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Member

LIEZEL F. BURAGA
Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

Date:

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **PROCUREMENT OF STOCK CARD AND PROPERTY CARD.**

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 email at bac@prc.gov.ph.

Thank you.

Very truly yours,

JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



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REQUEST FOR QUOTATION (Negotiated Procurement – Small Value Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Procurement of Stock Card and Property Card** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project :	PROCUREMENT OF STOCK CARD AND PROPERTY CARD
Approved Budget for the Contract :	Forty-Nine Thousand Five Hundred Eighty-Eight Pesos and Ninety-Four Centavos (Php49,588.94)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (Annex “B”) personally, by mail/courier, through facsimile No. (02) 5-310-0037 or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided **herein on or before 9:00 in the morning of May 6, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor, PRC Annex Building on **May 6, 2022, at 1:30 in the afternoon. Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC Secretariat’s email address.**

❖ 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.
- All 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.



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8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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

(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)

5. Duly notarized Secretary's Certificate (for partnership, corporation, cooperative, or joint venture) / Authorization to sign 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.

For inquiries, you may contact the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Very truly yours,


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Commissioner
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ANNEX "A"

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TERMS OF REFERENCE (TOR)

PROCUREMENT OF STOCK CARD AND PROPERTY CARD

(Through Negotiated Procurement Pursuant to Section 53.9 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

I. 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 Forty-Nine Thousand Five Hundred Eighty-Eight Pesos and Ninety-Four Centavos (Php49,588.94) inclusive of all applicable bank and government charges.

II. Specification

PROCUREMENT OF STOCK CARD AND PROPERTY CARD	
QTY	Technical Specifications and Schedule of Requirement
5,321 pcs.	<u>STOCK CARD</u> DESCRIPTION: <ul style="list-style-type: none"> ➤ Appendix 58 of Government Accounting Manual II ➤ Material: Tag Board ➤ Length: 23 cm (-/+2) ➤ Width: 30 cm (-/+2)
861 pcs.	<u>PROPERTY CARD</u> DESCRIPTION: <ul style="list-style-type: none"> ➤ Appendix 69 of Government Accounting Manual II ➤ Material: Tag Board ➤ Length: 23 cm (-/+2) ➤ Width: 30 cm (-/+2)
DELIVERY PERIOD: Twenty (20) calendar days upon receipt of the approved sample.	

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF STOCK CARD AND PROPERTY CARD

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY



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ANNEX "B"

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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:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

PROCUREMENT OF STOCK CARD AND PROPERTY CARD

In Figures: _____

In Words: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____