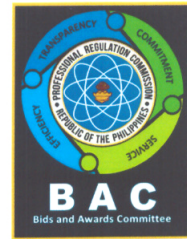




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



REGULAR MEMBERS:

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Chairman

OMAIMAH E. GANDAMRA
Vice-Chairperson

JANICE P. CASTELLANO
Member

DEMOSTHENES N. MISTAL
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CHRISALYNN A. AGOS
Member

JOHN LEONARD I. RELLOSA
Member

REQUEST FOR QUOTATION
RFQ No. 2024-17

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 FUJI XEROX TONER AND DRUM,
DOCU CENTRE S2520**

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 2 April 2024, at 11:00 AM**. Evaluation of quotation/proposal will be on **2 April 2024, at 01:30 PM** 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.

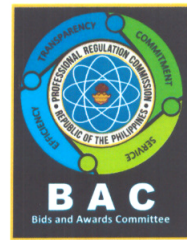
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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. Valid PhilGEPS Registration
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Omnibus Sworn Statement
(Notarized)
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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JOHN LEONARD I. RELLOSA
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 email at bac@prc.gov.ph.

Thank you.

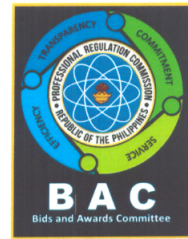
Very truly yours,

L. LOUIS P. VALERA
Chairman, BAC
Assistant Commissioner, PRC



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Member

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.

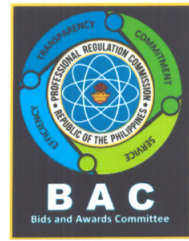
❖ **TERMS OF REFERENCE**

Name of Project :	PROCUREMENT OF FUJI XEROX TONER AND DRUM, DOCU CENTRE S2520
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 Three Hundred Eighty-Five Thousand Eight Hundred Seventy Pesos (Php385,870.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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Member

**PROCUREMENT OF FUJI XEROX TONER AND DRUM,
DOCU CENTRE S2520**

ITEM	QTY	Technical Specifications and Schedule of Requirement
Fuji Xerox, Docu Centre S2520:		<ul style="list-style-type: none"> ➤ Product must be Genuine/Original ➤ Bidder must provide Certificate of Manufacture ➤ Bidder must provide Certificate of Authenticity of the product
Toner	51 carts	
Drum	10 carts	

Note:

The Bidder must provide sample during Opening of Bids

DELIVERY SCHEDULE:

The Service Provider shall deliver within **Twenty (20) calendar days** from the receipt of Contract.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR
PROCUREMENT OF FUJI XEROX TONER AND DRUM,
DOCU CENTRE S2520**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

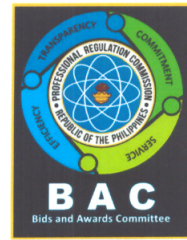
DESIGNATION: _____

NAME OF COMPANY: _____



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ANNEX "B"

REGULAR MEMBERS:

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Member

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JOHN LEONARD I. RELLOSA
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 FUJI XEROX TONER AND DRUM,
DOCU CENTRE S2520**

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: