





P. Paredes St., Sampaloc, Metro Manila Email: bac@prc.gov.ph

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SECRETARIAT:

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WIL CHARLOTTE G. OLARTE

REQUEST FOR QUOTATION Small Value Procurement RFQ No. 2024-37

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), is inviting you to participate in the **PROCUREMENT OF VARIOUS STORAGE DEVICES** under **Section 53.9** – **Small Value Procurement** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT: RFQ No. 2024-37- PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID

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 23 July 2024, at 09:00 AM. Evaluation of quotation/proposal will be on 23 July 2024, at 09:30 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

Page 1 of 5 PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID



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Member

WIL CHARLOTTE G. OLARTE

Member

Republic of the Philippines Professional Regulation Commission **Bids and Awards Committee**

Central Office

BAGONG PILIPINAS



P. Paredes St., Sampaloc, Metro Manila Email: bac@prc.gov.ph

- 3. Latest Income/Business Tax Return (for ABCs above P500,000.00);
- 4. Notarized Omnibus Sworn Statement (for ABCs above P50,000.00):
- 5. Duly notarized Secretary's Certificate for partnership, corporation, cooperative, or joint venture, or Special Power of Attorney as representative for sole proprietorship.

The ID 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 <u>bac@prc.gov.ph</u>.

Thank you.

Very truly yours,

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

Page 2 of 5
PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID



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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.
- Payment shall be made 30 days upon issuance of 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.
- 10. In order to guarantee that manufacturing defects will be corrected by the supplier, a warranty security may be required from the contract for a minimum period of three (3) months, in the case of Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies, per Section 62.1 of the 2016 Revised IRR.

TERMS OF REFERENCE

Name of Project:	NAME OF PROJECT: PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID
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 Seventeen Thousand Two Hundred Sixty-Seven Pesos and Thirty-Two Centavos Only (Php17,267.32) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila

Page 3 of 5
PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID







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TECHNICAL SPECIFICATIONS

PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID							
ITEMS	QTY	Technical Specifications and Schedule of Requirements					
EXTERNAL CD DRIVE	2 units	 Read Speed (max) - DVD-ROM: 8x Read/Write Speed (max) - DVD+R: 8x Read/Write Speed (max) - DVD-R: 8x Read Speed (max) - CD-ROM: 24x Read Speed (max) - CD-R: 24x Write Speed (max) - CD-R: 24x Write Speed (max) - CD-R: 24x 					
EXTERNAL HARD DRIVE	3 units	2 TBUSB 3.0					
Delivery Period: 15 Calendar Days upon receipt of the Contract							

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID

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

Page 4 of 5
PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID







P. Paredes St., Sampaloc, Metro Manila Email: bac@prc.gov.ph

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 VARIOUS STORAGE DEVICES-REBID										
		SE PROPERTIES DE UNIONSPRISSO	PRICE QUOTATION							
ITEMS	QТY	APPROVED BUDGET FOR THE CONTRACT	BID PRICE PER UNIT	SUBTOTAL OF BID PRICE QUOTATION (In Figure and In Words)						
EXTERNAL CD DRIVE	2 units @ Php1,721.66 per unit									
EXTERNAL HARD DRIVE	3 units @ Php4,608.00 per unit	Php17,267.32								
GRAND TOTAL										

*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 nan	ne
Designation:	
Name of Company:	
Address:	
Contact No:	

Page 5 of 5 PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID

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Member

NOTICE OF MEETING

BAC-NOM-2024-086

TO: BIDS AND AWARDS COMMITTEE

MEMBERS ALTERNATE MEMBERS Mr. L. Louis P. Valera Chairman Atty. Janice P. Castellano Mr. Aldrich G. Lunag Vice-Chairperson Mr. Demosthenes N. Mistal Members Atty. Jesper P. Paquito Atty. Carla Angeline B. Ujano Ms. Lama Grace C. Yang-eo Atty. Omaimah E. Gandamra

Mr. Crisanto L. Decena Ms. Rosewyndaluz G. Gascon Mr. Danny Morris G. Vallejos

SECRETARIAT

Attv. Kylie Kaur M. Dado - Secretary Ms. Dolores Y. Dimaano - Secretariat Member (per OO No. 1255 dtd 11.17.23) Secretariat Member (per OO No. 1255 dtd 11.17.23) Mr. Emmanuel B. Andaya Ms. Rina V. Garcia - Secretariat Member (per OO No. 1255 dtd 11.17.23)

Ms. Annabelle S. Eugenio - Secretariat Member (per OO No. 1255 dtd 11.17.23) Ms. Alyza Joice A. Bagadiong Ms. Chrisalynn A. Agos - Secretariat Member (per OO No. 1255 dtd 11.17.23) - Secretariat Member (per OO No. 1255 dtd 11.17.23) Mr. John Leonard I. Rellosa - Secretariat Member (per OO No. 1255 dtd 11.17.23)

END-USERS/OBSERVERS

Provisional Member (IT Projects)

Atty. John Lester Tamayo - Commission on Audit (COA)

Representative - Systems Development & Maintenance Division (SDMD)

Project Name	Agenda	Date and Venue						
PROCUREMENT OF VARIOUS STORAGE	Opening of Bids	> July 23, 2024 / 09:30 AM						
DEVICES-REBID		Venue: BAC Conference Room 4 th Floor, PRC Annex Building/ Videoconferencing						

Your presence is hereby requested.

Thank you.

L. LOUIS P. VALERAL Chairman, Bids and Awards Committee

Assistant Commissioner, PRC





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

July 16, 2024

REGULAR MEMBERS:

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DAVIAMI DEMOSTHENES N. MISTAL Vice-Chairman

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Member

WIL CHARLOTTE G. OLARTE

Member

MR. EDGARD C. MAGPANTAY

Contracting & Procurement Manager Philippine Institute for Supply Management Unit 2502-C East Tower Philippine Stock Exchange Center Exchange Road, Ortigas Center

Dear Mr. Magpantay:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission-Central Office will be conducting the following procurement activities:

Items to Bid for 2024 Requirements	Schedule of BAC Activities
1. PROCUREMENT OF SMART BOARD / RFQ NO. 2024-38	SUBMISSION OF BIDS: July 23, 2024 / 09:00 AM
	OPENING OF BIDS: July 23, 2024 / 09:30 AM
	Venue:
	BAC Conference Room 4 th Floor, PRC Annex Building / Video Conferencing

In view hereof, may we respecfully request your presence, or a representative of your office to sit in as an observer to the said proceedings to enhance the transparency of the bidding process.

Thank you.

Very truly yours,

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







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WIL CHARLOTTE G. OLARTE Member

MR. RUBEN J. PASCUAL

Secretary General
Philippine Chamber of Commerce and Industry
3rd Floor, Commerce and Industry Plaza
#1030 Campus Ave., Cor., Park Avenue
Mckinley Tower Center, Taguig City

Dear Mr. Pascual:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission-Central Office will be conducting the following procurement activities:

Items to Bid for 2024 Requirements	Schedule of BAC Activities					
1. PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID / RFQ NO. 2024-37	SUBMISSION OF BIDS: July 23, 2024 / 09:00 AM					
	OPENING OF BIDS:					
	July 23, 2024 / 09:30 AM					
2	Venue:					
	BAC Conference Room 4 th Floor, PRC Annex Building / Video Conferencing					

In view hereof, may we respectfully request your presence, or a representative of your office to sit in as observer to the said proceedings to enhance the transparency of the bidding process.

Thank you.

Very truly yours,

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

Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)	
CITY/MUNICIPALITY OF	15.5

AFFIDAVIT

- I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:
- 1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for RFQ No. 2024-37/PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID of the PROFESSIONAL REGULATION COMMISSION, as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for RFQ No. 2024-37/ PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID of the PROFESSIONAL REGULATION COMMISSION, as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

- 3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC

Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

- 7. [Name of Bidder] complies with existing labor laws and standards; and
- 8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the RFQ No. 2024-37/
 PROCUREMENT OF VARIOUS STORAGE DEVICES-REBID.
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHERE	OF, I	have	hereunto	set	my	hand	this	 day	of	 20	at	
Philippines.							12					

[Insert NAME OF BIDDER OR ITS AUTHORIZED

REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]