



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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 Provisional Member, IT Projects

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 Member

WIL CHARLOTTE G. OLARTE
 Member

REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2025-14

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 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER (RFQ No. 2025-14)** 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 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER**

Bidders who are legally, technically, and financially 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 **MARCH 31, 2025 at 10:00 AM**. Evaluation of quotation/proposal will be on **MARCH 31, 2025 at 11:00 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.

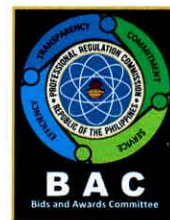
2. Proof of PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php500,000*);
4. Notarized Omnibus Sworn Statement; and
5. Duly notarized Secretary's Certificate for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.



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- For individuals, 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

- 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").
- Technical Specification shall be supported by brochures, pamphlets, submitting samples or evidence of such compliance, if applicable.
- 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 that 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 15 to 30 calendar days from the delivery date and upon submission of all documents, required for its payment.
- The Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.

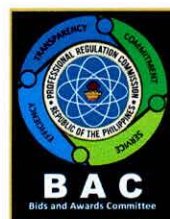
TERMS OF REFERENCE

Name of Project :	PROCUREMENT OF 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER
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 One Hundred Seventy-Two Thousand Four Hundred Fourteen Pesos (Php172,414.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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PROCUREMENT OF 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
2025 NWMC Advocacy T-Shirt	382	Specifications: 1. Round Neck T-shirt 2. Color Type: White (Background) and Hex, Dual Tone 3. Texture Type: Cotton 4. Printing Method: Digital Silkscreen 5. Print Design: Print size must be visually clear and readable
2025 NWMC Advocacy Token (Tumbler)	222	Specifications: 1. 540 ml of capacity 2. Wide Mouth with Spout Lid Vacuum 3. High-quality vacuum steel 4. Double walled insulation 5. With removable silicone boot 6. Color: Purple 7. Printing Method: Sublimation 8. Print Design: Print must be visually clear and readable
DELIVERY TERM:		
- Within seven (7) calendar days upon receipt of the Contract.		

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR PROCUREMENT OF 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

NAME OF 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:

Note: 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.

PROCUREMENT OF 2025 NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) ADVOCACY T-SHIRT AND TUMBLER				
Items	Quantity	ABC per piece/ total	Price Quotation	
			BID PRICE PER UNIT	TOTAL BID PRICE <i>(In figure and in words)</i>
2025 NWMC Advocacy T- Shirt	382 pcs	Php277.00/piece <i>or</i> Php105,814.00		
2025 NWMC Advocacy Token (Tumbler)	222 pcs	Php300.00/piece <i>or</i> Php66,600.00		

***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:



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**2025 National Women's Month
PRC T-Shirt Design**



SAMPLE DESIGN

Specifications:

Round Neck T-Shirt

Color: White (Background) and Hex (#7046aa), Dual Tone

Texture Type: Cotton

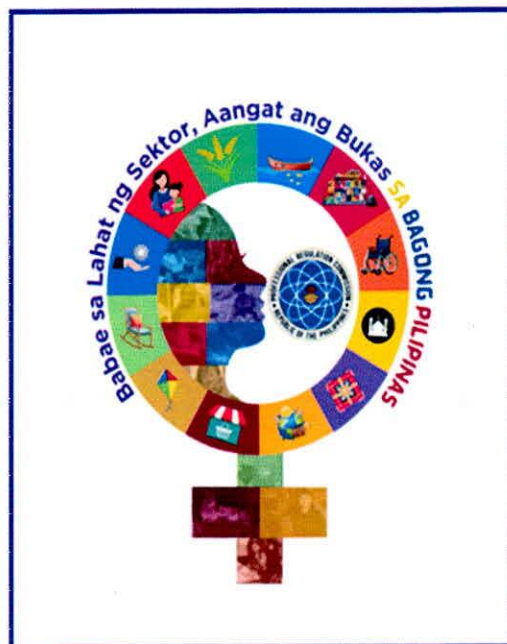
Printing Method: Digital Silkscreen

Print Design: Print must be visually clear and readable

Tshirt Sizes:

XS, S, M, L, XL, 2XL, 3XL

LOGO DESIGN



**PRC 2024 NWMC Logo Design:
8 (L) x 9.83 (H) inches**



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**2025 National Women's Month
PRC Token Design**

SAMPLE DESIGN



Specifications:

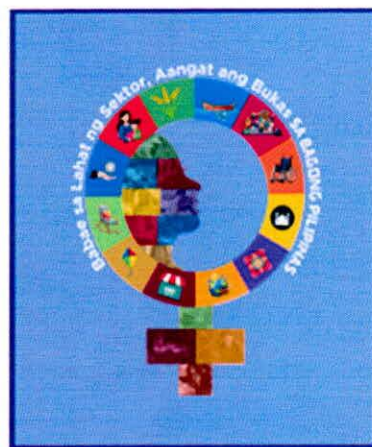
- 540ml of capacity
- Wide Mouth with Spout Lid Vacuum
- High quality vacuum steel
- Double walled insulation
- With removable silicone boot

Color: Purple

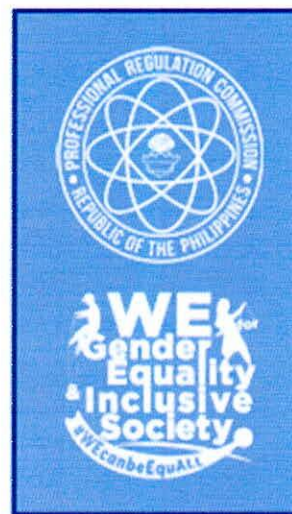
Printing Method: Sublimation

Print Design: Print must be visually clear and readable

LOGO DESIGN



**Front
H: 4cm**



**Back
H: 6cm**