



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 (Negotiated Procurement – Small Value Procurement) RFQ No. 2021 – 73 TO 74

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OMAIMAH E. GANDAMRA
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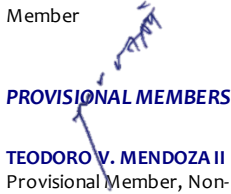
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TEODORO V. MENDOZA II
Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
Provisional Member, IT Projects

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Secretary

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Member

CHRISTOPHER A. MAYO
Member

ELIEZER C. LEYCO
Member

LIEZEL F. BURAGA
Member

JOEL P. IGNACIO
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 OFFICE FIXTURES (Lot 1 to 2).**

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,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant 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 Various Office Fixtures (Lot 1 to 2)** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Procurement of Various Office Fixtures:
Project:

Lot 1 – Seventy (70) Units Storage Racks for the PRC Records Center/Storage with Approved Budget for the Contract of Nine Hundred Forty-Six Thousand One Hundred Ninety Pesos (Php946,190.00) – RFQ NO. 2021-73

Lot 2 – Twenty-Seven (27) Units Heavy Duty Steel Racks with Approved Budget for the Contract of Four Hundred Forty-Nine Thousand Five Hundred Fifty Pesos (Php449,550.00) – RFQ NO. 2021-74

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 its duly authorized representative using the “PRC Official Forms” provided herein **on or before 9:00 in the morning of December 2, 2021** 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 **December 2, 2021**, at **10:00** in the morning. **Bidders/representatives who may wish to attend the opening of bids via video conferencing must submit a letter of intent to the BAC Secretariat’s official email address.**

❖ 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. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.



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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,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

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 Chairman

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 Vice-Chairperson

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TERMS OF REFERENCE (TOR)

PROCUREMENT OF VARIOUS OFFICE FIXTURES (Lot 1 to 2)
 (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) inclusive of all applicable bank and government charges.

Lot 1 - Nine Hundred Forty-Six Thousand One Hundred Ninety Pesos (Php946,190.00)

Lot 2 – Four Hundred Forty-Nine Thousand Five Hundred Fifty Pesos (Php449,550.00)

II. Specification

ITEMS	QTY	Technical Specifications and Schedule of Requirement
RFQ NO. 2021-73 Lot 1 -Seventy (70) Units Storage Racks for the PRC Records Center/Storage	70 units	<u>Requirements</u> <ol style="list-style-type: none"> Supply and delivery of 70 units steel racks described hereunder as per technical specifications. To be installed and modified by the supplier. Modification by assembling shorter racks together is meant to meet the appropriate length of 10 feet and load management. Steel racks of around 10 feet length at its max capacity are supposed to carry the weight of 120 kg. for each layer. Should there be a need to pull-out defective unit, replacement shall be delivered immediately. All costs for delivery shall be borne by the supplier. One (1) year warranty after installation. Attached herein the lay-out/floor plan for 500 sq.m Records Center/Storage located at the 10th Floor of Sunnymede Bldg. in Quezon City <u>Technical Specification</u> Particulars: Steel frame slotted angle rack with steel/plywood decking with bolts and nuts. Dimension: 6 layers, 6feet height, 10 feet length, 18 inches depth (inside), 19 inches depth (outside).



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		<u>Terms of payment</u> Payment shall be made upon full delivery of the required Seventy (70) units of storage racks subject to inspection and issuance of satisfactory service and acceptance.
RFQ NO. 2021-74 Lot 2 – Twenty-Seven (27) Units Heavy Duty Steel Racks	27 units	<u>Specifications</u> <ul style="list-style-type: none"> • Five (5) Layers • Adjustable shelves • Enamel Finish • Dimension: 72 x 36 x 18 inches

III. Delivery Term: Thirty (30) calendar days from receipt of contract.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE PROCUREMENT OF VARIOUS OFFICE FIXTURES (Lot 1 to 2) (INSERT LOT NUMBER AND TITLE)

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



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ANNEX "B"

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Chairman



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Vice-Chairperson

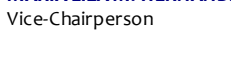

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Member

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 VARIOUS OFFICE FIXTURES (Lot 1 to 2)			
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	BID QUOTATION / per unit
RFQ NO. 2021-73 Lot 1 - Seventy (70) Units Storage Racks for the PRC Records Center/Storage	70 units	Nine Hundred Forty-Six Thousand One Hundred Ninety Pesos (Php946,190.00)	
RFQ NO. 2021-74 Lot 2 – Twenty-Seven (27) Units Heavy Duty Steel Racks	27 units	Four Hundred Forty-Nine Thousand Five Hundred Fifty Pesos (Php449,550.00)	

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

- RFQ NO. 2021-73**
Lot 1 - Seventy (70) Units Storage Racks for the PRC Records Center /Storage

In Figures: _____

In Words: _____

- RFQ NO. 2021-74**
Lot 2 – Twenty-Seven (27) Units Heavy Duty Steel Racks

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: