



# 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](mailto:bac@prc.gov.ph)



## 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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**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

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Member

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**CHRISTOPHER A. MAYO**  
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**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION RFQ No. 2022 - 24 (Negotiated Procurement – Small Value Procurement)

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 Implementing Rules and Regulations of Republic Act No. 9184 for the project: **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR.**

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](mailto: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: **SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR** accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

<b>Name of Project :</b>	<b>SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR</b>
<b>Approved Budget for the Contract :</b>	<b>Two Hundred Forty-Four Thousand Two Hundred Fifteen Pesos (Php244,215.00)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>
<b>Specification :</b>	<b>See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.</b>

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](mailto:bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the “**PRC Official Forms**” provided herein **on or before 8:00 in the morning of June 14, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **June 14, 2022, at 9:00 in the morning. 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.**

### ❖ 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.



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Member

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.

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.

Very truly yours,

**JOSE Y. CUETO, JR.**  
Commissioner  
BAC Chairman



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ANNEX "A"

## TERMS OF REFERENCE (TOR)

### SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR

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

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Member

NOMAN MAUI G. EBORA  
Member

#### 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 **Two Hundred Forty-Four Thousand Two Hundred Fifteen Pesos (Php244,215.00)** inclusive of all applicable bank and government charges.

#### II. Specification

QTY	Technical Specifications and Schedule of Requirement
5,427 bottles	<ul style="list-style-type: none"> <li>a) Purified water in 5-gallon capacity plastic bottle</li> <li>b) Purification involves multi-stage process of water filtration including and minimum of 16 stages Reverse Osmosis System.</li> <li>c) Supplier must ensure sufficient stock for consumption</li> <li>d) Free use of at least sixty (60) units hot and cold water non-spill dispensers.</li> <li>e) Water dispensers shall be tower type and dispense both hot and cold water.</li> <li>f) Cost of plastic container: Free use / no deposit</li> <li>g) Containers must be in good shape, clean and well maintained</li> <li>h) Cap of container must be plastic sealed</li> <li>i) Delivery schedule and pick up of empty containers: twice a week, from Monday to Thursday only, and during working hours.</li> <li>j) During emergency: anytime delivery schedule</li> <li>k) No delivery charge</li> <li>l) Monthly water test result issued by Department of Health (DOH) accredited laboratories.</li> <li>m) Free cleaning and maintenance services of the hot and cold dispensers, as may be required, including repair and replacement of its units and parts.</li> <li>n) Machines that can no longer be repaired shall immediately be replaced with a new unit.</li> <li>o) Payment shall be made to the supplier on a monthly billing basis (based on actual number of delivered bottles)</li> <li>p) Weekly requirement – 113 bottles (5gal/bottle) but may be increased as the need arises, provided the quantity does not exceed the total quantity indicated in the contract</li> <li>q) Quantity of bottles per week may be increased or decreased as the need arises</li> <li>r) Start of delivery/implementation of contract – June 2022</li> </ul>

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR

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



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ANNEX "B"

## REGULAR MEMBERS:

*Josey Cueto, Jr.*  
JOSEY. CUETO, JR.  
Chairman

MARIA LIZA M. HERNANDEZ  
Vice-Chairperson

GISELLE G. DURANA  
Member

*Henrietta P. Narvaez*  
HENRIETTA P. NARVAEZ  
Member

*Wilma T. Unana*  
WILMA T. UNANA  
Member

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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:

### SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER WITH FREE USE OF HOT AND COLD WATER DISPENSER FOR ONE (1) YEAR

#### Bid Price per bottle:

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

#### Total Bid Price for the Project:

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: