



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 (RFQ) No. 2022 – 26 to 28 (Negotiated Procurement – Small Value Procurement)


REGULAR MEMBERS:


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Provisional Member, Non-IT Projects

REGIE O. TORRES
Provisional Member, IT Projects

SECRETARIAT:

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Member

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Member

JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
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: **SUPPLY AND DELIVERY OF VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (LOT 1 to 3).**

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,


JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



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
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Member

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 Various Tokens and Awards for the PRC Awardees 2022 (Lot 1 to 3)** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: Supply and Delivery of Various Tokens and Awards for the PRC Awardees 2022:

Lot 1 – Fifty (50) Pieces Various Trophies with Approved Budget for the Contract of One Hundred Eleven Thousand Six Hundred Thirty-Three Pesos and Thirty Centavos (Php111,633.30) – RFQ NO. 2022-26

Lot 2 – Seven (7) Various Plaques with Approved Budget for the Contract of Fifteen Thousand Six Hundred Thirty-Three Pesos and Thirty-Three Centavos (Php15,633.33) – RFQ NO. 2022-27

Lot 3 – One (1) Set Trinket and Medallion with Wooden Box with Approved Budget for the Contract of Fourteen Thousand Six Hundred Sixty-Six Pesos and Sixty-Seven Centavos(Php14,666.67) – RFQ NO. 2022-28

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 his duly authorized representative using the "PRC Official Forms" provided herein on or before **8:00 in the morning of June 22, 2022** 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 **June 22, 2022, at 9:00 in the morning**. **Bidders/representatives who may wish to attend the opening of bids must submit a letter of intent to the BAC Secretariat's 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.



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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 or email at bac@prc.gov.ph.

Very truly yours,


JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

SUPPLY AND DELIVERY OF VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (Lot 1 to 3)
 (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) in the amount of One Hundred Forty-One Thousand Nine Hundred Thirty-Three Pesos and Thirty Centavos (Php141,933.30) inclusive of all applicable bank and government charges.

II. Specification

SUPPLY AND DELIVERY OF VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (LOT 1 to 3)		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
RFQ NO. 2022-26 Various Trophies	50 pieces	<p>2022 OUTSTANDING PROFESSIONAL OF THE YEAR (37 pieces)</p> <ul style="list-style-type: none"> ➤ Clear Glass ➤ Metallic Gold Finish ➤ Polish Black Acrylic ➤ Embossed Logo ➤ Text Engraved <p>PARTICIPATING APO/AIPO (SMALL) FOR CATEGORY A, B, AND C (10 pieces)</p> <ul style="list-style-type: none"> ➤ Clear Glass ➤ Text Engraved on a Metal Plate ➤ Polished Black Acrylic <p>OUTSTANDING APO/AIPO (HIGH) FOR CATEGORY A, B, AND C (3 pieces)</p> <ul style="list-style-type: none"> ➤ Clear Acrylic or Glass ➤ Metallic Gold Finish ➤ Polish Black Acrylic ➤ 350 mm (height) ➤ For Category A, B, and C <p>➤ PLEASE SEE ATTACHED LAYOUT</p>
RFQ NO. 2022-27 Various Plaques	7 pieces	<p>AWARD OF DISTINCTION FOR OUTSTANDING PROFESSIONAL REGULATORY BOARD (1 piece)</p> <ul style="list-style-type: none"> ➤ 12 inches (height) <p>GUEST SPEAKER (1 piece)</p> <ul style="list-style-type: none"> ➤ Glass ➤ 12 inches (height) <p>SPECIAL GUEST (1 piece)</p> <ul style="list-style-type: none"> ➤ Glass ➤ 12 inches (height)



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[Signature]
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 Chairmah

[Signature]
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 Vice-Chairperson

[Signature]
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		PLAQUE OF APPRECIATION (PANEL OF JUDGES FOR OUTSTANDING APO AND NUBLA EXCELLENCE AWARD)- (4 pieces) ➤ 12 inches (height) ➤ PLEASE SEE ATTACHED LAYOUT
RFQ NO. 2022-28 Trinket and Medallion with Wooden Box	1 set	TRINKET ➤ Size: 2.00 inches x 2.27 inches ➤ Material: Brass ➤ Finish: Gold Plated MEDALLION ➤ Size: 3.00 inches x 3.12 inches ➤ Material: Brass ➤ Finish: Gold Plated Finish *With wooden box *Brass Plate with engraving as per inscription submitted ➤ PLEASE SEE ATTACHED LAYOUT

DELIVERY SCHEDULE

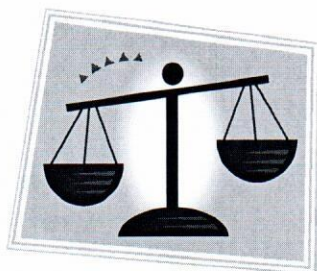
a. Within seven (7) calendar days from the receipt of the contract, the supplier must submit actual samples of the following for approval:

1. Trophy for Outstanding Professional of the Year
2. Trophy for Participating APO/AIPO (small)
3. Trophy for Outstanding APO/AIPO (high)
4. Plaque for Outstanding Professional Regulatory Board
5. Plaque for Guest Speaker
6. Plaque for Special Guest
7. Plaque of Appreciation for Justices
8. Medallion
9. Trinket
10. Wooden Box

b. The delivery of the trophies, plaques, medallion, trinket, and wooden box shall be divided into two batches. Upon receipt of the approval of the actual samples, the supplier must deliver within ten (10) calendar days from receipt of notice to deliver the following items as first batch delivery:

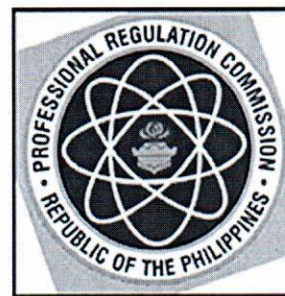
PARTICULAR	NO. OF PCS.
1. Trophy for Outstanding Professional of the Year	18
2. Trophy for Outstanding APO/AIPO (high)	3
3. Trophy for Participating APO/AIPO (small)	5
4. Plaque for Outstanding PRB	1
5. Plaque for Guest Speaker	1
6. Plaque for Special Guest	1

c. For the second batch delivery, the supplier must deliver within 10 (ten) calendar days from receipt of notice to deliver the following items:



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PARTICULAR	NO. OF PCS.
1. Trophy for Outstanding Professional of the Year	19
2. Trophy for Participating APO/AIPO (small)	5
3. Plaque of Appreciation for Justices	4
4. Trinket	1
5. Medallion	1
6. Wooden Box	1

For further queries and clarifications on the technical specifications please contact directly Ms. Maricris Ursua of Accreditation and Compliance Division on this number 09159730884 or email at acd@prc.gov.ph.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (Lot 1 to 3) (INSERT LOT NUMBER AND TITLE)

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



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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 VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (Lot 1 to 3)			BID QUOTATION
ITEMS	QTY	APPROVED BUDGET FOR THE CONTRACT	
Lot 1 - Various Trophies	50 pieces	One Hundred Eleven Thousand Six Hundred Thirty-Three Pesos and Thirty Centavos (Php111,633.30)	
Lot 2 - Various Plaques	7 pieces	Fifteen Thousand Six Hundred Thirty-Three Pesos and Thirty-Three Centavos (Php15,633.33)	
Lot 3 - Trinket and Medallion with Wooden Box	1 set	Fourteen Thousand Six Hundred Sixty-Six Pesos and Sixty-Seven Centavos(Php14,666.67)	
TOTAL		One Hundred Forty-One Thousand Nine Hundred Thirty-Three Pesos and Thirty Centavos (Php141,933.30)	

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

SUPPLY AND DELIVERY OF VARIOUS TOKENS AND AWARDS FOR THE PRC AWARDEES 2022 (Lot 1 to 3) (INSERT LOT NUMBER AND TITLE): _____

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: _____