



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
3F South Wing, Robinsons Place Butuan,
J. C. Aquino Avenue, Butuan City
Contact Nos.: (085)815-0915/0930-229-1575





CHERYLL P. ELICANO, CPA, CESE
Chairman


MADELENE T. AMANTE, Ph. D.
Vice-Chairperson


KIM H. TELARMA, CPA, MBA
Member


LYRA A. VIAJAR, MN
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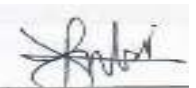

JULIUS M. NUÑEZ, Ph. D.
Member

SECRETARIAT:

RODOLFO O. MAPOY JR., MPA
Head Secretariat


YELVAN MAE M. CRISMUNDO, MPA
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Section VII. Technical Specifications

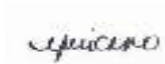
Item	Specification
	TERMS AND CONDITIONS OF THE CONTRACT
1	All prices quoted herein are valid, binding and effective for the entire bidding process.
2	All quotations shall be in accordance with the Approved Budget of the Contract and quotations exceeding the Approved Budget of the Contract shall be automatically rejected.
3	The price quotation/s to be denominated in Philippine peso shall be inclusive of all taxes, duties, and/or levies payable.
4	The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
5	It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) building specifications; (c) work/floor area; and (d) other factors that may affect the cost, duration, and execution or implementation of this project.
6	The PRC Regional Office - XIII shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
7	The Bidder shall bear all costs associated with the preparation and submission of the bid, and the PRC Regional Office - XIII will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
8	Any erasure or overwriting found in the quotation shall be valid only if they are properly signed by the owner or his duly authorized representative/s.
9	Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this procurement in any way.
10	The Bidder should note that the PRC Regional Office - XIII will accept bids only from those that have paid the non-refundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.
11	Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
12	SPECIFICATIONS;
	I. Location and Site Construction




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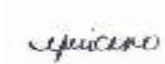
	<ul style="list-style-type: none">• The property is accessible by the public transport.• The property has relatively flat topography.• The property has adequate and properly installed drainage system.• The property has sufficient parking space for use of the PRC – Butuan City employees and staff.• The property’s classification is for mix-use (office, commercial, institutional).• The property is within close proximity with Robinsons Place Butuan which houses the PRC Regional Office XIII and prospective testing center.• The property has alternate roads for easy transport of equipment and materials.
	<p>II. Neighborhood and Data</p> <ul style="list-style-type: none">• Approved budget for the contract for the lease of office space is Php 960,000.00 or 80,000.00 per month (VAT inclusive). The monthly rental includes but not limited to common area maintenance for hallway, lobby, stairs, parking area and their illumination, and its corresponding operating costs.• The property is located in a sanitary and healthy environment.• The property is not located in an area where there could be adverse influence to its usage, i.e., pubs and bars, cockpits and others.• The property’s highest and best use is for an office-commercial building.• The property is within close proximity to Police Community Precinct (PCP) or police outpost, fire station, and other establishments such as eateries/cafeterias/restaurants.• The property is located within reasonable distance from financial institutions, government centers and commercial areas.
	<p>III. Real Property/Building Specifications</p> <ul style="list-style-type: none">• The building is structurally safe (with Certificate of Occupancy issued from the office of the Building Official).• The building’s leasable spaces are functional with proper lighting and ventilation.• The building is properly maintained with complete



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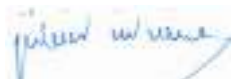

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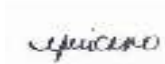
	<p>facilities installed.</p> <ul style="list-style-type: none">• The building’s overall façade and architectural design is appropriate for an office building.• The property has an available floor area of eighty to one hundred ten square meters (80-110 sq. m.) for lease.• The necessary improvements and installations to meet the minimum requirements of PRC Butuan City shall be undertaken by the lessee, the cost of which shall be charged to the lessee’s account.• The building has facilities for:<ul style="list-style-type: none">○ Water supply and pantry for employees○ Power supply○ Fire/emergency exits○ Fire-fighting equipment○ Emergency lights• The building should be ready for the installation of telephone lines, internet connections and building security system (CCTV Cameras).• The building should allot space for the provision of air conditioning system.• The working area includes tiled floor, durable door with handle and functional toilet and lavatory with adequate water supply.• For safety and security reasons, the front wall and door should not be made of glass. No roll-up doors installed.
13	Terms of Lease. The lease of the space premise shall be for a period of one (1) year and renewable annually (upon mutual agreement of the parties).
14	Rental. Payment of the lease shall be made monthly, within fifteen (15) days of each calendar month through CHECK/Advice to Debit Account (ADA)/CASH, as applicable.
15	The PRC-Butuan shall have the right to terminate this Agreement if the AWARDEE is willfully violating any of the material conditions, stipulations and covenants of this Agreement.
16	All provisions stipulated in the bidding documents that are vague or issues deemed excluded in the bidding documents shall be communicated to the PRC-BAC before the deadline of submission of bidding documents, for resolution subject to the provisions of the revised IRR of RA 9184, as reference law and guidelines.
17	Unresolved issues or questions that will surface in the course of this procurement will be referred to IRR of RA 9184 and other pertinent laws and regulations.




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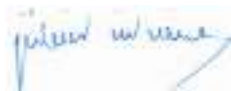

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18	RESERVATION CLAUSE: For transparency and pursuant to Section 41 of RA 9184 and its IRR, the Procuring Entity (PE) reserves the right to reject documents which do not comply with the requirement, waive any formalities of documents or consider any submission of documents as substantial compliance, reject any and all bids, declare failure of bidding and not to award the contract without incurring any liability to the affected bidder/s if the funds/allotment for the project has been withheld or reduced through no fault of its own.
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1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a) (ii) and/or **GCC** Clause 2.1 (a) (iii).

ACKNOWLEDGMENT AND COMPLIANCE
WITH THE OF TERMS OF REFERENCE
FOR THE LEASE OF OFFICE SPACE FOR C.Y. 2020

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