

# Bids and Awards Committee



BAGONG PILIPINAS

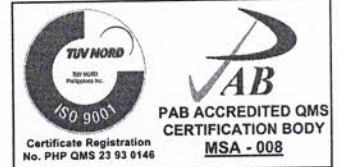
Republic of the Philippines

Professional Regulation Commission

2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City

Telephone Nos.: (042) 373-73-16 / (042) 373-73-05

Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



Date: **17 March 2025**

RFQ No.: **2025-018**

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RINA R. DADOR  
Vice-Chairperson

RAULE MARQUEZ  
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JOANNE I. BARLAN  
Member

MICHAEL RYAN U. GONZALES  
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MARIA LILIBETH L. ESCLANDA  
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CHRISTOPHER M. TORRES  
Member

RAYMUND D. ALVINEZ  
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA  
Secretary

JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

## REQUEST FOR QUOTATION

### LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028-REBID

Dear Sir/Madam:

The Professional Regulation Commission Regional Office IV-A, through the Multi-Year Contractual Authority (MYCA) No. MYCA-BMB-B-24-0000110, intends to apply the sum of **SIX MILLION FIVE HUNDRED FIFTY TWO THOUSAND AND 00/100 (Php 6,552,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Lease of Office Space for the Professional Regulation Commission (PRC) Regional Office IV-A for three (3) years, inclusive of VAT and all applicable taxes and fees, through Negotiated Procurement / Lease of Real Property under Sec. 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184 and GPPB Resolution No. 08-2009, for a total office space requirement of not less than **One Thousand Four Hundred Square Meters (1,400sqm)**, subject to the following terms, conditions and specifications:

#### A. TERMS AND CONDITIONS

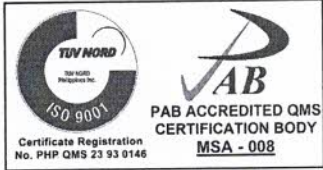
1. Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" and related issuance.
2. Price quotation/s, to be denominated in Philippine peso shall be inclusive of VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.
3. The RBAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid.
4. No escalation rate shall be demanded during the contract period.
5. In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
6. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. Award of Contract shall be made to the Single/Lowest Calculated and Responsive Bidder (SCR/LCRB) with the lowest quotation that complies with the terms and conditions and technical specifications stated herein.
8. The Bidder should be able to deliver the building and its improvements/works within the periods specified herein, counted from the date of receipt of Notice to Proceed, subject to liquidated

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- damages as prescribed in RA 9184 and the 2016 Revised Implementing Rules and Regulations in case of non-compliance herewith.
9. This RFQ must be accomplished completely and accurately and duly signed by the Bidder or Bidder's authorized representative.
  10. The contents of this RFQ shall not be altered in any way. Any erasure or overwriting herein shall be valid only if they are properly signed by the bidder or bidder's authorized representative.
  11. Bids that fail to comply with the minimum documentary requirements to be submitted during the Opening of Bids shall be automatically disqualified and shall not be included in all subsequent stages of the procurement process.

12. Below is the schedule of bidding:

PRE-BID CONFERENCE	<b>March 26, 2025 01:00PM</b> PRC Lucena Regional Office 2 <sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
DEADLINE FOR SUBMISSION OF BIDS ( <b>Late bids shall not be accepted</b> )	<b>April 03, 2025 12:00noon</b> RBAC Secretariat PRC Lucena Regional Office 2 <sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
OPENING AND EVALUATION OF BIDS	<b>April 03, 2025 01:00PM</b> PRC Lucena Regional Office 2 <sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
POST- QUALIFICATION	<b>To be announced</b> PRC – Lucena Regional Office 2 <sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City / Bidder Premises

13. For further information, please refer to:

**Mr. Jeffrey A. Abella**  
RBAC Secretary  
PRC RO IV-A Office, 2/F LGCTI Bldg.  
Brgy. Ilayang Dupay, Lucena City  
Email address : ro4a.bac@prc.gov.ph  
Telephone No. (042) 373-7305  
Mobile No. 0954 2592570

You may visit the following websites to download the bidding documents:

PRC Website [www.prc.gov.ph](http://www.prc.gov.ph)  
PhilGEPS website [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

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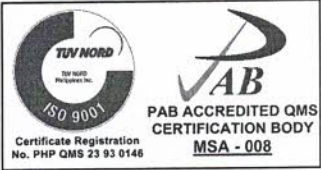
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B. TECHNICAL SPECIFICATIONS

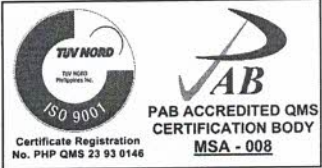
After having carefully read, understood and accepted the Terms and Conditions, I hereby submit my quotation in accordance with the following Technical Specifications:

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<b>I. Location and Site Condition</b>	
a. The property is accessible by public transport.	
b. The property has adequate and properly installed drainage system and is not located in a flood prone area, and the ground floor level must be higher than the street level.	
c. The property has relatively flat topography.	
d. The property's classification is for mix-use (office, commercial, institutional)	
e. The property has at least 50 parking slots for use of PRC IV-A clients and exclusive <b>FIFTEEN (15)</b> covered parking slots and Ten (10) motorcycle parking slots for its employees.	
f. The property should be within Lucena City only	
<b>II. Neighborhood and Data</b>	
a. The property has an available office space of at least <b>One Thousand Four Hundred square meters (1,400 sq.m)</b> for lease.	
b. Approved budget for the contract for the lease of office space is <b>SIX MILLION FIVE HUNDRED FIFTY-TWO THOUSAND AND 00/100 (Php 6,552,000.00)</b> for three (3) years, inclusive of VAT and all applicable taxes and fees. Rental includes common area maintenance and operating costs.	
c. The property is with proper waste management system.	
d. The property is located in a sanitary and healthy environment and far from establishments that are fire hazard and produce too much noise and foul odor.	
e. The property is located within reasonable distance from schools, financial institutions, government centers and commercial areas.	
f. Reasonable distance from commercial food establishments / eateries / cafeterias / restaurants.	
g. Secure from ambulant/sidewalk vendors within the premises and adjacent areas.	
h. The property has no tenant and/or existing establishments in the building and within its vicinity whose nature of business involves, particularly but	

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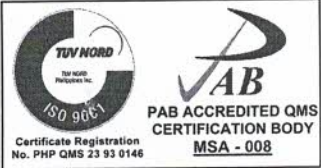
not limited to, review centers for any PRC licensure examination and/or sale of review materials, books, handouts, electronic devices, gadgets, and other supplies and services, which may come in conflict with PRC's mandate and damage its image, without PRC's written consent.																																									
i. For buildings that are still to be constructed, no unit/space shall be leased to any person/establishment whose nature of business involves any of the immediately preceding paragraph, without the written consent of PRC.																																									
<b>III. Real Estate</b>																																									
a. The building is structurally safe (with Certificate of Occupancy issued from the Office of the Building Official).																																									
b. The building's leasable spaces are with proper lighting and ventilation.																																									
c. The building is properly/regularly maintained.																																									
d. The building's overall façade and architectural design is appropriate for an office building.																																									
<b>IV. Space Requirement</b>																																									
a. The building has facilities for: <ul style="list-style-type: none"><li>• Water supply and toilet for the PRC officials, employees and transacting public</li><li>• Power supply</li><li>• Fire protection and control systems such as Fire doors with stairways enclosures, fire exits and partitions</li><li>• Fire-fighting equipment</li><li>• Emergency lights</li></ul>																																									
<table><thead><tr><th>Space / Room</th><th>Area (in sq.m.)</th></tr></thead><tbody><tr><td>Conference Room</td><td>30</td></tr><tr><td>Legal Conference Room</td><td>20</td></tr><tr><td>ORD Assistant Area</td><td>20</td></tr><tr><td>Regional Director's Office</td><td>40</td></tr><tr><td>Legal Section Room</td><td>30</td></tr><tr><td>Regulation Windows</td><td>15</td></tr><tr><td>Registration Windows</td><td>15</td></tr><tr><td>Application Windows</td><td>24</td></tr><tr><td>Records Section Windows</td><td>15</td></tr><tr><td>ICT Online Concern Windows</td><td>10</td></tr><tr><td>Cashier Window</td><td>16</td></tr><tr><td>COA Office with storage</td><td>30</td></tr><tr><td>Regulation Backend</td><td>70</td></tr><tr><td>Application Backend</td><td>50</td></tr><tr><td>Registration Backend/Printing</td><td>80</td></tr><tr><td>Examination Section Backend</td><td>60</td></tr><tr><td>Finance and Administrative</td><td>130</td></tr><tr><td>ICT Working Area and Server Room and Server Room</td><td>30</td></tr><tr><td>GSU (Guard's vault, maintenance, motor pool)</td><td>30</td></tr></tbody></table>		Space / Room	Area (in sq.m.)	Conference Room	30	Legal Conference Room	20	ORD Assistant Area	20	Regional Director's Office	40	Legal Section Room	30	Regulation Windows	15	Registration Windows	15	Application Windows	24	Records Section Windows	15	ICT Online Concern Windows	10	Cashier Window	16	COA Office with storage	30	Regulation Backend	70	Application Backend	50	Registration Backend/Printing	80	Examination Section Backend	60	Finance and Administrative	130	ICT Working Area and Server Room and Server Room	30	GSU (Guard's vault, maintenance, motor pool)	30
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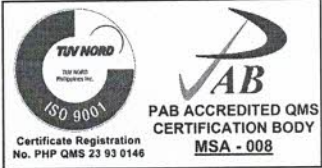
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Confidential Printing Room with working and bed area, lavatory, CR and storage	90	
Storage Rooms for the ff:		
Application	10	
Registration	20	
Examination	10	
Records (Active Files)	20	
Records (In-active/For NAP)	20	
Supply and Property (Supplies)	30	
Supply and Property (unserviceable)	30	
Cashier's Section	20	
ICT Section	20	
Finance and Administrative	20	
Regulation	20	
Public Area (Lactation and Clinic, PACD, CR for Male and Female the public)	320	
Pantry	25	
b. The building has secure parking spaces and should provide at least <b>FIFTEEN</b> (15) covered parking slots exclusive for PRC Lucena's service vehicle and its employees and <b>ONE</b> (1) for the Regional Director/ Chief and/or VIPs and <b>TEN</b> (10) motorcycle parking slots for employees.		
<b>V. Building, Equipment, Facilities and Specification</b>		
a. The building has an available office space of at least <b>ONE THOUSAND FOUR HUNDRED SQUARE METERS (1,400sq.m.)</b> for lease.		
b. Bidder must be the owner of the property, which shall be free from any lien or encumbrance.		
c. The building is made of reinforced concrete, structural steel or combination of both, which can carry a load equivalent to at least 1000 clients in the designated public waiting area in addition to office fixtures, and with Certificate of Occupancy issued from the Office of the Building Official.		
d. The building is with proper lighting and ventilation.		
e. The overall façade and the interior and exterior architectural designs are appropriate for a public office, with all facilities in excellent working condition.		
f. The building has functioning Fire Detection and Alarm System (FDAS) and/or any appropriate fire suppression system in the leased premises as required by the Bureau of Fire Department.		
g. The building has built-in proper conduit, running cable trays for electrical and for network cables		

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<p>h. The building has a designated electrical room/area with installed Panel Box with proper Labeling/Clear/Readable and posting of Electrical Layout for future maintenance and Tracing.</p> <p>i. Balance Loading of Electrical Panel Box</p>	
<p>j. The building has built-in electrical lighting fixtures, devices, pipes, switches, sub-panels, convenience outlets with ground, network cabling from work stations to server rooms and information outlets for all equipment as may be specified by the lessee, which must all be in good working condition.</p>	
<p>k. Mini Server Room for installation of Server Cabinet / Telephone Lines and ready for the installation of Air-conditioning and with installed Exhaust Fan at least 12" x 12" with railings/enclosure.</p> <p>l. Mini Server Room at least 2mtrs x 3mtrs with sliding door (110cm opening), with solid wall for installation of Wall Cabinet, Fiber installation and network cable ready.</p>	
<p>m. Storage rooms are near to its Sections/Division Area for fast recovery and secured transfer and safe keeping of files and its equipment.</p>	
<p>n. Secured Stairs/Entrance for Fire Exit, Delivery Area and Employees Entrance as one separate openings/way/stairs, not to hamper the deliveries and for safety of its clients.</p>	
<p>o. Emergency Lights located at the emergency Exits and Entrance</p>	
<p>p. Confi Rooms with solid Storage Room, window with enclosure and fire exit, solid walls with proper ceiling exhaust fan and ready for the installation of aircon,</p>	
<p>q. The building should be ready for the installation of telephone lines, internet connections (with platform for server box, Cat 6 outlets and cables) and building security system (CCTV Cameras).</p>	
<p>r. The building must provide free space and provision visible to the public for the installation of horizontal/vertical light signage with electrical connections for sufficient lighting.</p>	
<p>s. The building must have no event/activity within the floor area/vicinity of the leased premises from 8:00 AM to 5:00 PM, Monday to Friday.</p>	
<p>t. The building has facilities to ensure continuous water supply 24/7 in all floors even with low water pressure supply.</p>	



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<p>u. Size Included in Public Area - Comfort Room for Public Clients Male – Toilet Bowl (Enclosure), Lavatory, Urinal (2x), Exhaust, Lights and Fixtures and proper drainage at least 6sqms Female – Toilet Bowl with enclosure cubicle, Lavatory, Exhaust, Lights and Fixtures and proper drainage 6 sqms</p>	
<p>v. Size Included in Public Area - Clinic and Lactation Room with at least 8sqms size, ready for installation of air-condition, exhaust and lightings and outlets</p>	
<p>w. The frontline counter/counter table surface made of stainless steel food grade type free from corrosion</p>	
<p>x. Floor Plan, Fire Plan and Building Security Plan</p>	
<p>y. The floor to ceiling clearance should be at least 2.5 meters.</p>	
<p>z. The office interior shall be designed, constructed and completed preferably in accordance with the following specifications as may be mutually agreed by both parties during the Post-Qualification Stage:</p> <p><b>WORK AREA</b></p> <ul style="list-style-type: none"><li>● <b>Floor Tile</b> Granite Tile/Ceramic Floor Tile or other acceptable floor finish Size: preferably 0.60mx0.60m or 0.40mx0.40m or the equivalent</li><li>● <b>Dry Wall</b> 3/4 thick marine plywood with 2"x2" / 3"x3" wooden studs</li><li>● <b>Wall Finish</b> Enamel paint of wooden part (acceptable color) Latex paint for masonry wall (acceptable color)</li><li>● <b>Door</b> Flush door (interior) Glass door with handle (entrance)</li><li>● <b>Door Jamb</b> 2"x4" wooden jamb or steel</li><li>● <b>Ceiling</b> Plywood or gypsum board fixed ceiling</li><li>● <b>Counter Top</b> Stainless Steel (smooth Surface), food grade, free from corrosion</li><li>● <b>Counter Table</b> Stainless Steel (smooth Surface), food grade, free from corrosion</li><li>● <b>Cabinet/Drawer</b> Heavy Duty Drawer/Cabinet with slider</li></ul> <p><b>TOILET</b></p>	

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<ul style="list-style-type: none"><li>● <b>Floor and Wall Tile</b> Granite tile / Ceramic Tile</li><li>● <b>Door</b> door with louver</li><li>● <b>Fixtures</b> Water closet, flush valve type</li><li>● <b>Lavatory</b> Under the counter lavatory</li><li>● <b>Exhaust Fan</b></li><li>● <b>Shower Faucet</b></li><li>● <b>Ceiling</b> ¼ plywood or gypsum (acceptable color)</li><li>● <b>Counter Top</b> Granite slab / Tiles with splash board</li></ul>	
aa. Access ramp for persons with disability (PWD)	
bb. Provided further, that buildings with more than three (3) floors must have a service elevator/escalator as required by <i>The National Building Code of the Philippines</i> .	
<b>VI. Maintenance, Janitorial &amp; Security Services</b>	
a. The building has a regular garbage disposal system.	
b. The building has janitorial services for the maintenance of common areas in case the building has other tenants.	
c. The building owner shall provide quarterly pest, termite and rodent control services, or as may be necessary, and shall ensure that the building is free from stray animals.	
d. The building owner shall undertake painting and repainting of ceilings and walls, as may be necessary.	
e. The building owner shall undertake bi-annual electrical wiring inspection, balancing and maintenance.	
f. The building owner shall install tiles and undertake retiling, as may be necessary.	
g. The building owner shall undertake the repair of water pipes and drainage to ensure that the building has no water pipe leaks, clogged drainage, as well as roof and wall leaks, as may be necessary.	
<b>VII. Auxiliary System Requirements</b>	
The ceilings must have sufficient ceiling/board breaks or manhole to install network cables, electrical and telephone wiring harnesses.	
<b>VIII. Term of Lease</b> The lease contract shall be for a period of three (3) years <b><u>from date of occupancy</u></b> in accordance with the provisions of R.A. 9184 and the 2016 Revised Implementing Rules and Regulations.	
<b>IX. Rental</b>	
a. Monthly rental must be within the Approved Budget of the Contract (ABC), <b><u>inclusive of VAT</u></b> , and all	



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2<sup>nd</sup> Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City  
Telephone Nos.: (042) 373-73-16 / (042) 373-73-05  
Mobile Number: +6395-4259-2570 E-add: ro4a.bac@prc.gov.ph



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Vice-Chairperson

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RAYMUND D. ALVINEZ  
Provisional Member

SECRETARIAT:  
  
JEFFREY A. ABELLA  
Secretary  
  
JANSSEN M. QUINTO  
Member

CRISTINA LU E. RANILLO  
Member

applicable taxes and fees, as well as the common use area operating costs and maintenance.	
b. Payment of monthly rental shall commence upon the <u>date of actual occupancy</u> .	
<b>X. Repairs and Renovations for Existing buildings</b>	
a. Partitions, improvements and renovations for existing buildings shall be for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage. Provided the same must be completed within three (3) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	
b. All major repairs during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage brought by natural or man-made calamities shall be undertaken by the lessor, for its account, EXCEPT if the damage is caused by the lessee.	
c. All repairs of property and equipment owned by PRC shall undergo with provisions of IRR of RA 9148 and that the lessee shall not interfere with the said rules covered by the said laws.	
<b>XI. For Construction of New Building</b>	
a. The new building shall be constructed, for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage.	
b. The new building shall be completed and ready for occupancy within six (6) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	

## C. DOCUMENTARY REQUIREMENTS

### I. FOR BIDDERS WITH EXISTING BUILDINGS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<b>The following must be submitted during the Opening of Bids</b>	
1. PhilGEPS Certificate of Registration	
2. Valid Mayor's Permit/Business Permit (Official Receipt of Payment for renewal, if expired)	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary's Certificate in favor of the Bidder's duly authorized representative, if applicable.	

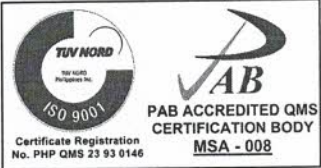


Bids and Awards Committee



BAGONG PILIPINAS

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Member

7. Price Quotation Sheet (Annex "A") of the RFQ	
<b>The following must be submitted during the Post-Qualification Stage</b>	
1. Certified True Copy of the Certificate of Title under the bidder's name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner's name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner, or any proof of ownership/assignment	
2. SEC/DTI/CDA Registration	
3. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
4. Tax Clearance Certificate	
5. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
6. Certificate / valid proof of compliance with the Building Code of the Philippines and Sanitation.	

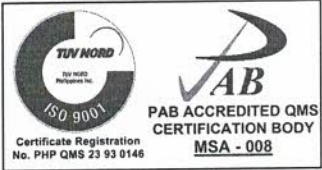
II. FOR BIDDERS WITH BUILDING FOR CONSTRUCTION

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<b>The following must be submitted during the Opening of Bids</b>	
1. PhilGEPS Certificate of Registration	
2. Valid Mayor's Permit/Business Permit	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary's Certificate in favor of the Bidder's duly authorized representative, if applicable.	
7. Price Quotation Sheet (Annex "A") of the RFQ	
<b>The following must be submitted during the Post-Qualification Stage</b>	
1. Certified True Copy of the Certificate of Title under the bidder's name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner's name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner or any proof of ownership/assignment.	



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The following must be submitted within two (2) months from receipt of Notice to Proceed, which may be extended for valid cause upon written notice to and approval of the lessee:

1. Building Permit, or if the permit is still on process, must submit: a. A copy of the Official Receipt of Payment; and b. A copy of the Claim Stub	
2. Floor and Building Plan	
3. Electrical and Sanitary Plans	
The following must be submitted during the contract period:	
1. Occupancy Permit	
2. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
3. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
4. Tax Clearance Certificate	

Interested bidders who are legally, technically and financially capable shall refer to the following schedule of activities and instructions:

1. Submission and Opening of Bids on **April 03, 2025 12:00noon** at **Professional Regulation Commission – Regional Office IV-A.**
- a. The sealed envelopes shall be submitted to: **Mr. Jeffrey A. Abella, RBAC Secretary, Professional Regulation Commission – Lucena Regional Office, 2/f Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City**, not later than 9:00 AM (Philippine Standard Time). **Late bids shall not be accepted.**
- b. Sealing and Marking of Bids
- Bidders shall enclose their original eligibility and technical documents including two duplicates in one sealed envelope marked "ORIGINAL – ELIGIBILITY and TECHNICAL COMPONENT", and the financial component [duly filled-up Price
  - Quotation Sheet (Annex "A")] in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "OFFICIAL BID".

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028-REBID (RFQ No.2025-018)

Name and Address of the Bidder  
**OFFICIAL BID**  
The Regional Bids and Awards Committee  
Professional Regulation Commission RO IV-A  
Do not open before: **April 03, 2025 1:00pm**

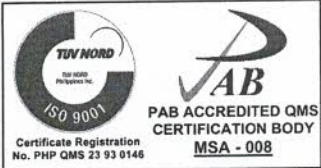
LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028-REBID (RFQ No.2025-018)

Name and Address of the Bidder  
**OFFICIAL BID**  
The Regional Bids and Awards Committee  
Professional Regulation Commission RO IV-A  
Do not open before: **April 03, 2025 1:00pm**

Bids and Awards Committee



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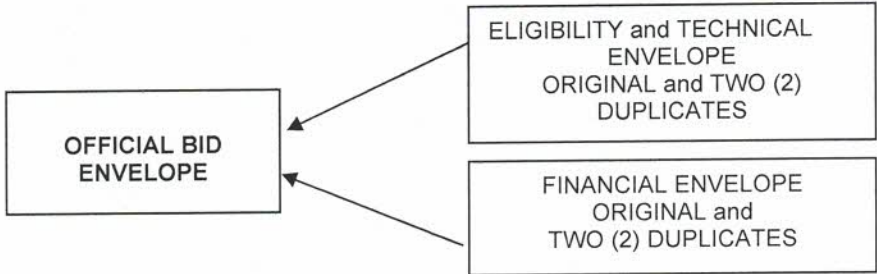
CRISTINA LU E. RANILLO  
Member

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028-REBID  
(RFQ No.2025-018)

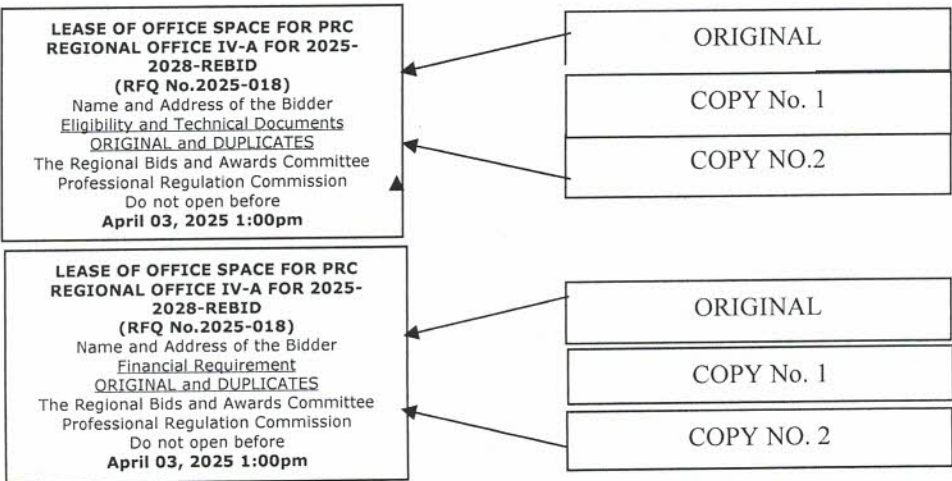
Name and Address of the Bidder

OFFICIAL BID

The Regional Bids and Awards Committee  
Professional Regulation Commission RO IV-A  
Do not open before: April 03, 2025 1:00pm



- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.



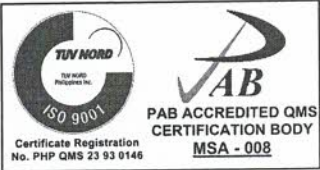
- The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- All envelopes shall:
  - a. contain the name of the contract to be bid;
  - b. bear the name and address of the Bidder;
  - c. be addressed to the Procuring Entity's RBAC;
  - d. bear the specific identification of this bidding process; and



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- e. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids.
  - If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.
- c. Post-Qualification stage will be on (to be announced after the opening of bid).
- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC Lucena Regional Office shall be declared as the Single/Lowest Calculated Bid (SCB/ LCB) and shall advance to the post-qualification stage to determine the responsiveness of the bid, which would qualify it as the Single/Lowest Calculated and Responsive Bid (SCRB/LCRB) to whom the contract shall be awarded.
- d. The Passing rate to be considered for the property shall be eighty percent (80%).
- e. PRC-Lucena RBAC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper and assumes no responsibility whatsoever to compensate or indemnify the prospective bidders for any expenses incurred in the course of this procurement process.

Very truly yours,

  
**RINA R. DADOR**  
RBAC Vice-Chairperson

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF  
REFERENCE FOR THE LEASE OF OFFICE SPACE FOR PRC REGIONAL  
OFFICE IV-A FOR 2025-2028-REBID

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED  
REPRESENTATIVE and date

\_\_\_\_\_  
DESIGNATION

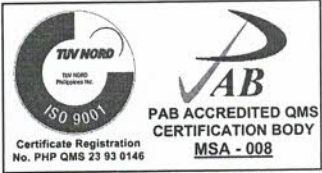
\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact No./s

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ANNEX "A"

PRICE QUOTATION SHEET  
FINANCIAL BID

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A  
FOR CY 2025-2028-REBID  
(THROUGH NEGOTIATED PROCUREMENT PURSUANT TO SECTION  
53.10 OF THE IMPLEMENTING RULES AND REGULATIONS OF R.A. 9184  
AND GPPB RESOLUTION NO. 08-2009)

Having read, examined and accepted the Terms and Conditions on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

I. FOR THE BASIC RENT INCLUSIVE OF VAT AND COMMON USE  
AREA MAINTENANCE AND OPERATING COST

a. Cost per square meter AND Cost per month:

IN FIGURES: P \_\_\_\_\_

IN WORDS: \_\_\_\_\_

b. Total Cost of total area for one year:

IN FIGURES: P \_\_\_\_\_

IN WORDS: \_\_\_\_\_

c. Total bid price/amount:

IN FIGURES: P \_\_\_\_\_

IN WORDS: \_\_\_\_\_

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED  
BUDGET FOR THE CONTRACT FOR THE BASIC RENT INCLUSIVE OF  
VAT AND THE COMMON AREA MAINTENANCE/OPERATING COSTS.

Bidder's authorized signature over printed name

Designation: \_\_\_\_\_  
Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No./s: \_\_\_\_\_

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