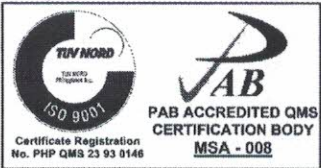


Bids and Awards Committee



Republic of the Philippines
Professional Regulation Commission
2nd 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: 07 February 2025
RFQ No.: 2025-01

VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. MARQUEZ
Member


JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LILIBETH L. ESCLANDA
Member

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

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:

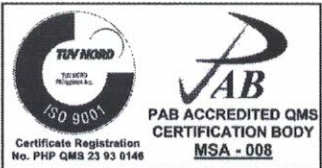
A. TERMS AND CONDITIONS

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 (SCRB/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

Bids and Awards Committee



Republic of the Philippines
Professional Regulation Commission
2nd 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



- VACANT
Chairperson
- RINA R. DADOR
Vice-Chairperson
- RAUL F. MARQUEZ
Member
- JOANNE I. BARLAN
Member
- MICHAEL RYAN U. GONZALES
Member
- MARIA LILIBETH L. ESCLANDA
Member
- CHRISTOPHER M. TORRES
Member
- RAYMUND D. ALVINEZ
Provisional Member
- SECRETARIAT:
- JEFFREY A. ABELLA
Secretary
- JANSSEN M. QUINTO
Member
- CRISTINA LU E. RANILLO
Member

- 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. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including therein contact details, and send to ro4a.bac@prc.gov.ph on or before **February 17, 2025.**

13. Below is the schedule of bidding:

PRE-BID CONFERENCE	<u>February 18, 2025 10:00AM</u> PRC Lucena Regional Office 2 nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
DEADLINE FOR SUBMISSION OF BIDS (Late bids shall not be accepted)	<u>March 03, 2025 12:00noon</u> RBAC Secretariat PRC Lucena Regional Office 2 nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
OPENING AND EVALUATION OF BIDS	<u>March 03, 2025 1:00PM</u> PRC Lucena Regional Office 2 nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City
POST- QUALIFICATION	To be announced PRC – Lucena Regional Office 2 nd Floor Lucena Grand Central Terminal Inc., Brgy. Ilayang Dupay, Lucena City / Bidder Premises

14. 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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL-RYAN U. GONZALES
Member

MARIA LILBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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

PRC Website www.prc.gov.ph
PhilGEPS website www.philgeps.gov.ph

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:

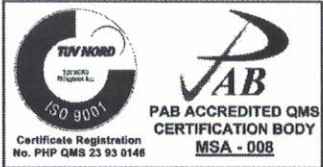
ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
I. Location and Site Condition	
a. The property is accessible by public transport.	
b. The property has adequate and properly installed drainage system and is not located in a flood prone area, 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 FIFTEEN (15) covered parking slots and Ten (10) motorcycle parking slots for its employees.	
f. The property should be within Lucena City only	
II. Neighborhood and Data	
a. The property has an available office space of at least One Thousand Four Hundred square meters (1,400 sq.m) for lease.	
b. Approved budget for the contract for the lease of office space is SIX MILLION FIVE HUNDRED FIFTY-TWO THOUSAND AND 00/100 (Php 6,552,000.00) 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.	

Bids and Awards Committee



BAGONG PILIPINAS

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson
RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

- 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 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.

III. Real Estate

- 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.

IV. Space Requirement

- a. The building has facilities for:
- Water supply and toilet for the PRC officials, employees and transacting public
 - Power supply
 - Fire protection and control systems such as Fire doors with stairways enclosures, fire exits and partitions
 - Fire-fighting equipment
 - Emergency lights

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

Bids and Awards Committee



BAGONG PILIPINAS

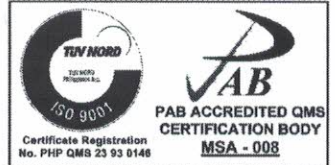
Republic of the Philippines

Professional Regulation Commission

2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

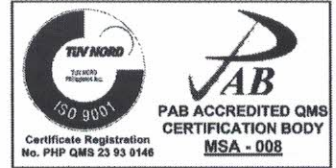
CRISTINA LU E. RANILLO
Member

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
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	
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 FIFTEEN (15) covered parking slots exclusive for PRC Lucena's service vehicle and its employees and ONE (1) for the Regional Director/ Chief and/or VIPs and TEN (10) motorcycle parking slots for employees.	
V. Building, Equipment, Facilities and Specification	
a. The building has an available office space of at least ONE THOUSAND FOUR HUNDRED SQUARE METERS (1,400sq.m.) 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.	

Bids and Awards Committee



Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

[Signature]
RINA R. DADOR
Vice-Chairperson

[Signature]
RAUL F. MARQUEZ
Member
[Signature]
JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

[Signature]
MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

[Signature]
RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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	
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.	
i. Balance Loading of Electrical Panel Box	
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.	
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.	
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.	
m. Storage rooms are near to its Sections/Division Area for fast recovery and secured transfer and safe keeping of files and its equipment.	
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.	
o. Emergency Lights located at the emergency Exits and Entrance	
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,	
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).	

Bids and Awards Committee



BAGONG PILIPINAS

Republic of the Philippines

Professional Regulation Commission

2nd 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



VACANT

Chairperson

RINA R. DADOR

Vice-Chairperson

RAUL F. MARQUEZ

Member

JOANNE F. BARLAN

Member

MICHAEL RYAN U. GONZALES

Member

MARIA LILIBETH L. ESCLANDA

Member

CHRISTOPHER M. TORRES

Member

RAYMUND D. ALVINEZ

Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA

Secretary

JANSSEN M. QUINTO

Member

CRISTINA LU E. RANILLO

Member

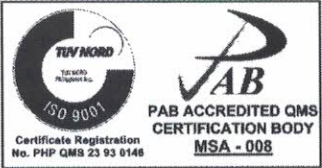
r. The building must provide free space and provision visible to the public for the installation of horizontal/vertical light signage with electrical connections for sufficient lighting.	
s. The building must have no event/activity within the floor area/vicinity of the leased premises from 8:00 AM to 5:00 PM, Monday to Friday.	
t. The building has facilities to ensure continuous water supply 24/7 in all floors even with low water pressure supply.	
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	
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	
w. The frontline counter/counter table surface made of stainless steel food grade type free from corrosion	
x. Floor Plan, Fire Plan and Building Security Plan	
y. The floor to ceiling clearance should be at least 2.5 meters.	
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: WORK AREA <ul style="list-style-type: none"> • Floor Tile Granite Tile/Ceramic Floor Tile or other acceptable floor finish Size: preferably 0.60mx0.60m or 0.40mx0.40m or the equivalent • Dry Wall 3/4 thick marine plywood with 2"x2" / 3"x3" wooden studs • Wall Finish Enamel paint of wooden part (acceptable color) Latex paint for masonry wall (acceptable color) • Door Flush door (interior) Glass door with handle (entrance) • Door Jamb 2"x4" wooden jamb or steel 	

Bids and Awards Committee



BAGONG PILIPINAS

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

<ul style="list-style-type: none">● Ceiling Plywood or gypsum board fixed ceiling● Counter Top Stainless Steel (smooth Surface), food grade, free from corrosion● Counter Table Stainless Steel (smooth Surface), food grade, free from corrosion● Cabinet/Drawer Heavy Duty Drawer/Cabinet with slider <p>TOILET</p> <ul style="list-style-type: none">● Floor and Wall Tile Granite tile / Ceramic Tile● Door door with louver● Fixtures Water closet, flush valve type● Lavatory Under the counter lavatory● Exhaust Fan● Shower Faucet● Ceiling ¼ plywood or gypsum (acceptable color)● Counter Top Granite slab / Tiles with splash board	
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> .	
VI. Maintenance, Janitorial & Security Services	
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.	
VII. Auxiliary System Requirements	



BAGONG PILIPINAS

Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission

2nd 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



VACANT
Chairperson


RINA R. DADOR
Vice-Chairperson


RAUL F. MARQUEZ
Member


JOANNE I. BARLAN
Member


MICHAEL RYAN U. GONZALES
Member


MARIA LILIBETH L. ESCLANDA
Member


CHRISTOPHER M. TORRES
Member


RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

The ceilings must have sufficient ceiling/board breaks or manhole to install network cables, electrical and telephone wiring harnesses.

VIII. Term of Lease

The lease contract shall be for a period of three (3) years from date of occupancy in accordance with the provisions of R.A. 9184 and the 2016 Revised Implementing Rules and Regulations.

IX. Rental

- Monthly rental must be within the Approved Budget of the Contract (ABC), inclusive of VAT, and all applicable taxes and fees, as well as the common use area operating costs and maintenance.
- Payment of monthly rental shall commence upon the date of actual occupancy.

X. Repairs and Renovations for Existing buildings

- 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.
- 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.
- 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.

XI. For Construction of New Building

- 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.
- 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

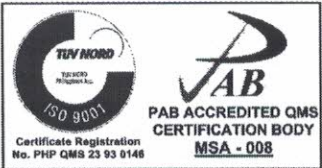
I. FOR BIDDERS WITH EXISTING BUILDINGS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
------------------	--

Bids and Awards Committee



Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

[Signature]
RINA R. DADOR
Vice-Chairperson

[Signature]
RAUL F. MARQUEZ
Member

[Signature]
JOANNE I. BARLAN
Member

[Signature]
MICHAEL RYAN U. GONZALES
Member

[Signature]
MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

[Signature]
RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

The following must be submitted during the Opening of Bids	
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.	
7. Price Quotation Sheet (Annex "A") of the RFQ	
The following must be submitted during the Post-Qualification Stage	
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

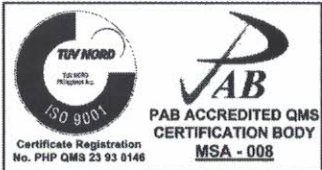
ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
The following must be submitted during the Opening of Bids	
1. PhilGEPS Certificate of Registration	
2. Valid Mayor's Permit/Business Permit	
3. Latest Annual Income Tax Return	
4. Latest Business 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.	

Bids and Awards Committee



BAGONG PILIPINAS

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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.	
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:

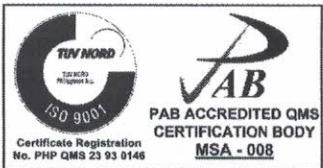
- Submission and Opening of Bids on **March 03, 2025 12:00noon** at **Professional Regulation Commission – Regional Office IV-A.**
 - The sealed envelopes shall be submitted to: **Mr. Jeffrey A. Abella, RBAC Secretary, Professional Regulation Commission – Lucena Regional Office, 2/f Lucena Grand Central Terminal, Inc., Brgy. Ilayang Dupay, Lucena City**, not later than 9:00 AM (Philippine Standard Time). **Late bids shall not be accepted.**
 - 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".

Bids and Awards Committee



BAGONG PILIPINAS

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028
(RFQ No.2025-01)

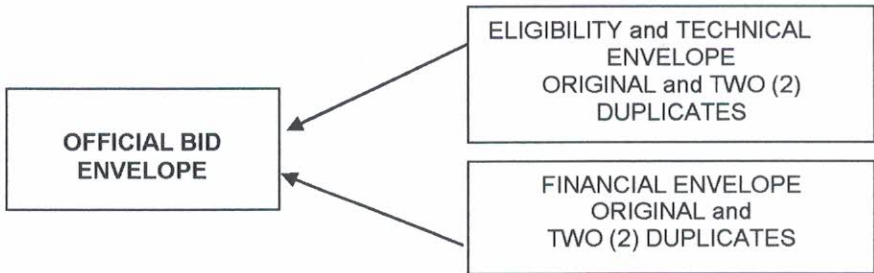
Name and Address of the Bidder
OFFICIAL BID
The Regional Bids and Awards Committee
Professional Regulation Commission RO IV-A
Do not open before: **March 03, 2025 1:00pm**

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028
(RFQ No.2025-01)

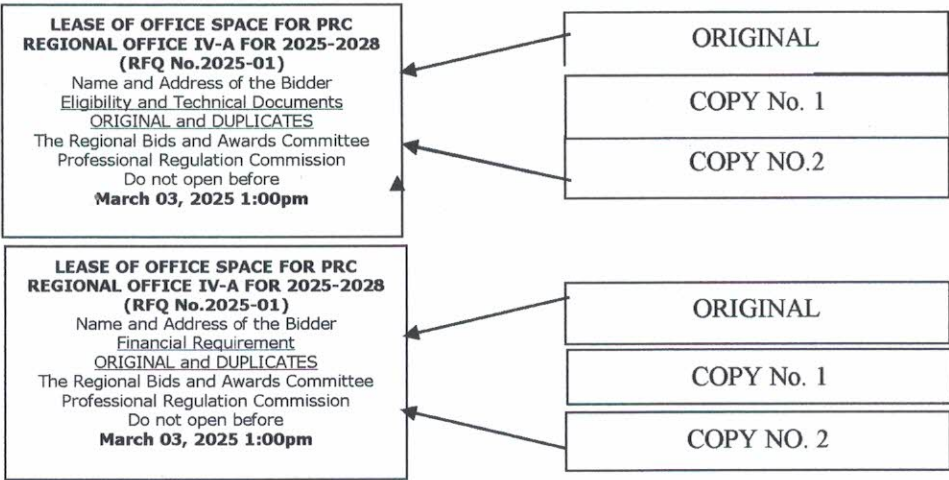
Name and Address of the Bidder
OFFICIAL BID
The Regional Bids and Awards Committee
Professional Regulation Commission RO IV-A
Do not open before: **March 03, 2025 1:00pm**

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A FOR 2025-2028
(RFQ No.2025-01)

Name and Address of the Bidder
OFFICIAL BID
The Regional Bids and Awards Committee
Professional Regulation Commission RO IV-A
Do not open before: **March 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.



Bids and Awards Committee



BAGONG PILIPINAS

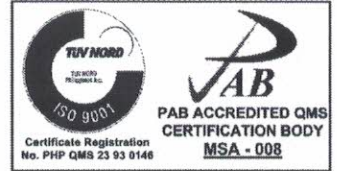
Republic of the Philippines

Professional Regulation Commission

2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

- 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
 - 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.

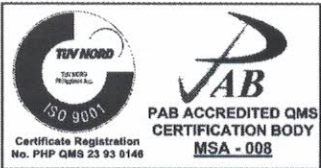
Very truly yours,


RINA R. DADOR
RBAC Vice-Chairperson



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMUND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

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

SIGNATURE OVER PRINTED NAME OF AUTHORIZED
REPRESENTATIVE and date

DESIGNATION

NAME OF COMPANY

Address

Contact No./s



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
2nd 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



VACANT
Chairperson

RINA R. DADOR
Vice-Chairperson

RAUL F. MARQUEZ
Member

JOANNE I. BARLAN
Member

MICHAEL RYAN U. GONZALES
Member

MARIA LILIBETH L. ESCLANDA
Member

CHRISTOPHER M. TORRES
Member

RAYMOND D. ALVINEZ
Provisional Member

SECRETARIAT:

JEFFREY A. ABELLA
Secretary

JANSSEN M. QUINTO
Member

CRISTINA LU E. RANILLO
Member

ANNEX "A"

PRICE QUOTATION SHEET FINANCIAL BID

LEASE OF OFFICE SPACE FOR PRC REGIONAL OFFICE IV-A
FOR CY 2025-2028
(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: _____