



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: pcrro12.philgeps@gmail.com




MARZORIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

Date: July 01, 2025
RFQ No. 2025-024

Company Business Name: _____
Address: _____
Valid Business/Mayor's Permit No.: _____
Valid PHILGEPS Registration Number: _____

REQUEST FOR QUOTATION

LEASE OF REAL PROPERTY (TESTING VENUES) FOR THE CONDUCT OF CRIMINOLOGISTS' LICENSURE EXAMINATION ON AUGUST 1-3, 2025 IN KORONADAL CITY

Dear Sir/Madam:

The Professional Regulation Commission -Regional Office XII, through its Bids and Awards Committee intends to lease a Real Property that will serve as a testing venue or examination room for the Criminologists' Licensure Examination on August 1-3, 2025 in Koronadal City through Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009.

The **Approved Budget for the Contract (ABC)** is One Hundred Three Thousand Five Hundred Pesos (Php103,500.00) covering forty- six (46) rooms per day or a total of one hundred thirty-eight (138) rooms for three days inclusive of CUSA, VAT and all relevant taxes. Interested parties are encouraged to participate under specified terms, conditions and specifications.

INSTRUCTIONS:

- Bidders shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or any duly authorized representative/s.



Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission Region XII

Regional Government Center, Koronadal City

Mobile No: 0951-361-2925

Email: prcro12.philgeps@gmail.com




MARZOKÉ M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

- Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009 and related issuances.
- Price quotation/s, to be denominated in Philippine peso shall be inclusive of CUSA, 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.
- 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.
- No escalation rate shall be demanded during the contract period.
- In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
- In case of tie, the Most Economically Advantageous Quotation (MEAQ) shall be determined through draw lots.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the Most Economically Advantageous Quotation (MEAQ) with the lowest and advantageous quotation that complies with the terms and conditions and technical specifications stated herein.
- The bidder must ensure timely delivery of the requirements from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 12009 and its Implementing Rules and Regulations for non-compliance.
- This RFQ must be accomplished completely and accurately and duly signed by the bidder or authorized representative.
- 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 authorized representative.
- 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.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com




MARZOKIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

TECHNICAL SPECIFICATION

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

Specification	STATEMENT OF COMPLIANCE Statement of "Comply" or "Not Comply"
Lot 1, Lease of Real Property for the conduct of August 01-03, 2025 Criminologist Licensure Examinations (7 Buildings with 23 rooms for 3 days) (See Attached Annex "A" [Terms of Reference])	
Lot 2, Lease of Real Property for the conduct of August 01-03, 2025 Criminologist Licensure Examinations (5 Buildings with 23 rooms for 3 days) (See Attached Annex "A" [Terms of Reference])	

1. 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.
2. A statement either in the Bidder's 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) (ii).
3. Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the bidders or their authorized representative, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.
4. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidder's Bid.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com



MARZORIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

DOCUMENTARY REQUIREMENTS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
Interested bidders must present the original and submit photocopy of the following document, if applicable:	
The following must be submitted during the Opening of Bids	
PhilGEPS Certificate of Registration	
Valid Mayor's Permit/Business Permit	
Duly filled-out and signed Bid Form	
Price Quotation Sheet (Annex "B" of the RFQ)	

Note: Absence of any documentary requirement enumerated herein shall disqualify the bidder.

In the event that the pertinent permits for renewal are not yet available during post qualification, the building owner shall submit corresponding proof/s of application (e.g. Official Receipts) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC Regional Office XII- Koronadal City prior to signing of the contract.

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

1. Deadline for the submission of Quotation and Documentary Requirements is on or before **July 08, 2025. not later than 2:00 PM (Philippine Standard Time). Late bids (submitted at 2:01 PM onwards) shall not be accepted.**

The sealed envelopes shall be submitted to:

PAMELA E. BANCAERIN
RBAC Secretariat
Regional Bids and Awards Committee
Regional Government Center, Brgy. Carpenter Hill,
Koronadal City
Email Address:
prcro12.philgeps@gmail.com

y



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com




MARZORIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

The following stages are scheduled as follows:

- Opening of Quotation/s and Evaluation of Documents:
July 08, 2025, 2:00 PM
- Post-Qualification: **July 09, 2025 2:00 PM**

Both stages shall be conducted at the 1st floor, PRC Regional Office XII Regional Bids and Awards Committee, Regional Government Center, Brgy. Carpenter Hill, Koronadal City and to be followed by the ocular inspection of venue being offered.

- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC Regional Office XII shall be declared as the Most Economically Advantageous Quotation (MEAQ) and shall advance to the post-qualification stage, the bidder with the best overall score using the quality-price ratio shall be referred to as the Most Economically Advantageous Quotation (MEAQ) to whom the contract shall be awarded.
- The Table of Rating Factors for Lease of Real Property passing rate shall be eighty percent (80%).
- The Head of the Procuring Entity (HoPE) of the PRC Regional Office XII reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009. For any clarification, you may email the RBAC Secretariat at **prcro12.philgeps@gmail.com**.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com



MARZORIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

“ANNEX A”

TERMS OF REFERENCE

NAME OF PROJECT: LEASE OF REAL PROPERTY (TESTING VENUES)
FOR THE CONDUCT OF CRIMINOLOGISTS’ LICENSURE EXAMINATION
ON AUGUST 1-3, 2025 IN KORONADAL CITY

(Through Negotiated Procurement – Lease of Real Property according to
Section 35.9 of the 2025 Implementing Rules and Regulations (IRR) of the
Republic Act (RA) No. 12009 or the New Government Procurement Act)

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) inclusive of all applicable bank and government
charges.

REAL PROPERTY (TESTING VENUES) FOR THE CONDUCT OF
CRIMINOLOGISTS’ LICENSURE EXAMINATION ON AUGUST 1-3,
2025 IN KORONADAL CITY with Approved Budget for the Contract
(ABC) of One Hundred Three Thousand Five Hundred Pesos
(Php103,500.00).

II. Location

Schools must be located within Koronadal City.

III. Scope of Service

The contractor should provide facilities, such as but not limited to, the
classrooms, hallways, comfort rooms, tables, and chairs for the
conduct of the **CRIMINOLOGISTS’ LICENSURE EXAMINATION** on
AUGUST 1-3, 2025 IN KORONADAL CITY with the specifications
provided below.

IV. Scope of Work/Deliverables

- At least 23 rooms per testing venue
- The testing venues must be available for PRC XII exclusive
use for three (3) days on August 1-3, 2025
- The testing venues must have accessible and sanitized
comfort rooms



Bids and Awards Committee

Republic of the Philippines

Professional Regulation Commission Region XII

Regional Government Center, Koronadal City

Mobile No: 0951-361-2925

Email: prcro12.philgeps@gmail.com



BAGONG PILIPINAS




MARZORIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

- Testing venues must have functional electric fans, lights, armchairs, tables and chairs for proctors
- Testing venues must assign guard/s to check any individuals entering the premises
- Testing venues must assign janitors who shall be responsible for the cleanliness of the classrooms and comfort rooms

V. Evaluation and Selection Criteria (Rating Scheme):

In order to determine the responsiveness to the specifications, PRC Regional Office XII shall require submission of documents and inspect the testing venues proposed by the Bidders and rate it using the Table of Rating Factors for Lease of Property and Venue, subject to passing rate of Eighty percent (80%). Post Qualification shall be conducted by the PRC Regional Office XII BAC Members, Secretariat and End Users.

VI. Payment Scheme

The payment for the services rendered shall be made within 60 days upon issuance of the Statement of Accounts (SOA) and shall be a bank-to-bank basis. Failure to comply with the Terms and Conditions of the Contract will result into the payment of corresponding penalties/liquidated damages based on the Contract Price.

**LEASE OF REAL PROPERTY (TESTING VENUES) FOR THE CONDUCT OF
CRIMINOLOGISTS' LICENSURE EXAMINATION ON AUGUST 1-3, 2025 IN
KORONADAL CITY**



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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com



MARZONIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

“ANNEX B”

PRICE QUOTATION SHEET
FINANCIAL BID

LEASE OF REAL PROPERTY (TESTING VENUES) FOR THE CONDUCT
OF CRIMINOLOGISTS’ Licensure EXAMINATION ON AUGUST 1-3,
2025 IN KORONADAL CITY

Through Section 35.9 Lease of Real Property and Venue of the
Implementing Rules and Regulations of Republic Act No. 12009;

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:

TOTAL BID/QUOTED PRICE

(Inclusive of all taxes and bank charges):

In Figures: _____

In Words: _____

*The Bid/Quoted Price shall not exceed the Approved Budget for The Contract (ABC) Inclusive
of Vat.

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER’S OFFER
LOT 1: 7 buildings with 23 rooms for 3 days (August 1-3, 2025)	
Name of School:	
Location Address:	
RENTAL RATE per ROOM per DAY	Php. _____/room/day
RENTAL RATE for 23 rooms for 3 DAYS	Php. _____ for 23 rooms for 3 days (August 1-3, 2025)
LOT 2: 5 buildings with 23 rooms for 3 days (August 1-3, 2025)	
Name of School:	
Location Address:	
RENTAL RATE per ROOM per DAY	Php. _____/room/day
RENTAL RATE for 23 rooms for 3 DAYS	Php. _____ for 23 rooms for 3 days (August 1-3, 2025)



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com




MARZOKIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

Bidder/Bidder's Authorized Representative
Signature over printed name

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of: _____

Name of Company: _____

Address: _____

Contact No: _____

Email Address: _____





Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com



MARZOKIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

“ANNEX C”

TABLE OF RATING FACTORS SHEET
FOR LEASE OF REAL ESTATE PROPERTY

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Quotation.

BIDDER: _____

ITEM	RATING FACTORS	WEIGHT (%)	RATING
I	LOCATION AND SITE CONDITION		
	1. Accessibility	25	
	2. Topography and Drainage	20	
	3. Sidewalks and waiting shed	15	
	4. Parking Space	15	
	5. Economic potential	10	
	6. Land classification, utilization, and assessment	10	
	7. Other Added Amenities	5	
		100	
II	NEIGHBORHOOD DATA		
	1. Prevailing Rental Rate	20	
	2. Sanitation and Health Condition	20	
	3. Adverse Influence	15	
	4. Property Utilization	15	
	5. Police and Fire Station	15	
	6. Cafeterias	10	
	7. Banking/Postal/Telecom	5	
		100	
III	REAL PROPERTY		
	1. Structural Condition	30	
	2. Functionality		
	a. Module	6	
	b. Room Arrangement	6	
	c. Circulation	6	
	d. Light and Ventilation	6	
	e. Space Requirements	6	
	3. Facilities		
	a. Water Supply and Toilet	6	
	b. Lighting System	6	
	c. Elevators	6	
	d. Fire escapes	6	




MARZOKIE M. MOCSIR
Chairperson

AUREFIL M. FIGUEROA
Vice-Chairperson

RONALD VON D. RIVERA
Member

LOURDES CELESTE H. SERRANO
Member

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com



	e. Firefighting equipment	6	
	4. Other Requirements		
	a. Maintenance	5	
	b. Attractiveness	5	
		100	
IV	Free Services and Facilities		
	1. Janitorial and Security	20	
	2. Air Conditioning	20	
	3. Repair and Maintenance	20	
	4. Water and Light Consumption	20	
	5. Secured Parking Space	20	
		100	
I.	Location and Site Condition	x (.20) =	
II.	Neighborhood Data	x (.20) =	
III.	Real Property	x (.50) =	
IV.	Free Services and Facilities	x (.10) =	
		FACTOR VALUE	

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring Entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

In order to determine the responsiveness to the specifications, PRC Regional Office XII shall require submission of documents and inspect the office space proposed by the Bidder and rate it using the Table of Rating Factors for Lease of Property and Venue, subject to passing rate of Eighty percent (80%).