



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



MARZOKA M. MOCSIR  
Chairperson

Date: June 09, 2025  
RFQ No. 2025-06-019

AUREFIL M. FIGUEROA  
Vice-Chairperson

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

RONALD VON D. RIVERA  
Member

REQUEST FOR QUOTATION

LOURDES CELESTE H. SERRANO  
Member

LEASE OF VENUE FOR THE COMPUTER-BASED LICENSURE  
EXAMINATIONS AND OTHER REGULAR EXAMINATIONS FOR PRC  
REGIONAL OFFICE XII FOR THE PERIOD AUGUST 2025 TO JULY 2028

JERLIE L. OSANO  
Member

(ON LEAVE)  
NAOMI B. BRAGA  
Member

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 venue or examination room for Computer Based Licensure Examinations (CBLE) and other regular examinations for a period of three (3) years covered by a Multi-Year Contractual Authority (MYCA) from August 2025 to July 2028, through Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009.

Year	Approved Budget under Multi-Year Contract	Source of Fund
August to December 2025	Php 2,550,015.00	2025 GAA
January to December 2026	Php 6,120,036.00	2026 GAA
January to December 2027	Php 6,120,036.00	2027 GAA
January to July 2028	Php 3,570,021.00	2028 GAA
Total	Php 18,360,108.00	

The Approved Budget for the first year of the Contract (ABC) is Two Million Five Hundred Fifty Thousand and Fifteen Pesos (Php 2,550,015.00) covering a total area of not less that NINE HUNDRED SQUARE METERS (900 SQM) inclusive of CUSA, VAT and all relevant taxes, and interested parties are welcome to participate under specified terms, conditions and specifications.





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## 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 you or any of your duly authorized representative/s.
- 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's 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's 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.
- A moratorium period, from the date of Notice to Proceed (NTP) and prior to the start of the contract, rent-free will be given for transfer to a new building, and/or for installations of partitions and counters, improvements, and renovations.

  
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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”
1 Lot Lease of Venue for The Computer-Based Licensure Examinations and other Regular Examinations for PRC Regional Office XII for the Period August 2025 to July 2028  (See Attached Annex “A” [Terms of Reference])	

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) (ii).
4. 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 authorized representative of the Bidder, 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.





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5. 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 authorized representative of the Bidder, 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.
6. Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of "Comply" or "Not Comply" 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. 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.
7. 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 of supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

## DOCUMENTARY REQUIREMENTS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<b>Interested bidders must present the original and submit photocopy of the following document, if applicable:</b>	
<b><i>The following must be submitted during the Opening of Bids</i></b>	
PhilGEPS Certificate of Registration	
Valid Mayor's Permit/Business Permit	
Latest Annual Income Tax Return/ Business Tax Return	
Duly filled-out and signed Bid Form	
Price Quotation Sheet (Annex "B" of the RFQ)	
<b><i>The following must be submitted during the Post-Qualification Stage</i></b>	
Tax Declaration of Real Estate/Tax Certificate	
Original/Transfer Certificate of Title Proof of ownership/assignment of the real property for lease	
<b><i>The following must be submitted prior to the payment of SOA/Billing</i></b>	
Tax Clearance Certificate	

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





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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 **June 17, 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](mailto:prcro12.philgeps@gmail.com)

### Sealing and Marketing

- 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") including two duplicates in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT" sealing them all in outer envelope marked "OFFICIAL BID".
- 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.





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- The original and the number of copies of the Bid as indicated in the BOS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.

- All envelopes shall:
  - ✓ contain the name of the contract to be bid in capital letters;
  - ✓ bear the name and address of the Bidder in capital letters;
  - ✓ addressed to the Procuring Entity's BAC;
  - ✓ bear the specific identification of this bidding process; and
  - ✓ bear a warning **"DO NOT OPEN BEFORE"**

**June 17, 2025, 2:00 PM**

- If quotations are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the quotation.

1. The following stages are scheduled as follows:

- a. Opening of Quotation/s and Evaluation of Documents:

**June 17, 2025, 2:00 PM**

- b. Post-Qualification: **June 19, 2025 2:00 PM**

Both stages shall be conducted at the 1<sup>st</sup> 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 CBLE 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**.





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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE INSTRUCTIONS, TERMS AND  
CONDITION, DOCUMENTARY REQUIREMENTS AND TERMS OF REFERENCE  
(ANNEX A) FOR THE LEASE OF REAL PROPERTY IN KORONADAL CITY FOR THE  
CONDUCT OF COMPUTER-BASED LICENSURE EXAMINATION AND OTHER  
REGULAR EXAMINATIONS OF PRC XII REGIONAL OFFICE FOR THE PERIOD  
AUGUST 2025 TO JULY 2028

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION

PRINTED NAME OF COMPANY

ADDRESS

CONTACT NUMBERS





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ANNEX ("A")

TERMS OF REFERENCE (TOR)

LEASE OF VENUE FOR THE COMPUTER-BASED LICENSURE EXAMINATIONS AND OTHER REGULAR EXAMINATIONS FOR PRC REGIONAL OFFICE XII FOR THE PERIOD AUGUST 2025 TO JULY 2028

(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)

OBJECTIVE

This "Terms of Reference" (TOR) outlines the selection and leasing of real property offered by the Interested Bidder with the Most Economically Advantageous Quotation (MEAQ) to PRC XII. It also ensures adherence to the required space specifications and conditions for conducting Computer-Based Licensure Examinations (CBLE) and other standard licensure examinations in Koronadal City.

APPROVED BUDGET

The PRC XII, through the Government of the Philippines (GoP) under the General Appropriations Act (GAA) of 2025 and Multi-Year Contractual Authority (MYCA) No. MYCA-BMB-B-25-0000045, intends to allocate the sum of Eighteen Million Three Hundred Sixty Thousand One Hundred Eight Pesos (₱18,360,108.00) as the Approved Budget for the Contract (ABC) for a multi-year contract to cover payments for the lease of real property for the Computer-Based Licensure Examinations (CBLE) and other regular licensure examinations of PRC RO XII, covering the period from August 2025 to July 2028.

The total approved budget allocation schedule for this multi-year project under the Department of Budget and Management, MYCA No. MYCA-BMB-B-25-0000045, is outlined below.

YEAR	APPROVED BUDGET UNDER THE MULTI-YEAR CONTRACT (PHP)
2025 (August to December)	2,550,015.00
2026 (January to December)	6,120,036.00
2027 (January to December)	6,120,036.00
2028 (January to July)	3,570,021.00
TOTAL	Php 18,360,108.00





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In this TOR, the term "venue" refers to the real property or building designated as an examination venue for Computer-Based Licensure Examinations and other regular examinations for PRC Regional Office XII in Koronadal City.

### RATIONALE

As part of its modernization efforts, the PRC XII will roll out the CBLE by the third quarter of FY 2025 to replace traditional paper-and-pencil tests for specific licensure examinations. Some regional offices of the PRC have already adopted this method for administering licensure examinations, and PRC XII is poised to implement it this year. The CBLE in Koronadal City offers convenience for examinees in Region XII and cuts down on travel costs to other parts of the country.

With digitized and streamlined processes, CBLE is more efficient, incurs lower administrative costs, and delivers faster results. This initiative fosters environmental sustainability by reducing paper usage for printing the test questionnaire and other examination forms. Moreover, CBLE eliminates the need to transport the test questionnaire between the Confidential Printing Room (CPR) and the examination site. As a result, the security and integrity of licensure examinations are maintained.

Given the urgent shift to digitization, there is an apparent demand for a facility in Koronadal City that can meet the specific requirements of computer-based testing while also being adaptable for traditional paper-and-pencil or regular board examinations. The property designated for CBLE must be technically equipped and suitable to accommodate ICT infrastructure and other essential amenities for CBLE.

Given these premises, PRC XII will seek real property in Koronadal City to conduct the CBLE and other regular board examinations. The provision of real property for the CBLE and other regular board examinations is proposed through the MYCA for a period of three years.

### POLICY CONSIDERATIONS

Section 27, Rule IV of the IRR of RA No. 12009 specifies that all procurement must be conducted through competitive bidding, except as detailed in Rule IV of the IRR. According to Section 35.9 of the IRR of RA No. 12009, government agencies are encouraged to lease publicly owned real property from other government entities. It further states that if a publicly owned real property meets the Procuring Entity (PE) requirements, the PE may enter into a lease agreement with the government agency. If the PE chooses privately





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owned real property, the End-User unit must demonstrate that this option is more efficient and economical for the government.

### CBLE BUILDING SPECIFICATIONS

The proposed examination building must comply with all occupancy and workplace condition requirements for CBLE. Additionally, the CBLE Building must adhere to the specifications outlined in this TOR, including, but not limited to, the necessary floor area, lighting, electrical, ventilation, water, and air conditioning systems. It must include functional comfort rooms, a storage room, an IT room, and an office or workspace for exam personnel. A spacious parking area for PRC personnel and examinees is also required. Ideally, it should be strategically located to ensure the security of the facilities and the safety of the occupants.

Specifically, the real property must comply with the following technical specifications, in accordance with the guidelines outlined in Section 35.9 of the IRR of RA 12009, as well as the standard real estate management practices, as follows:

## I. LOCATION AND SITE CONDITION

### 1. ACCESSIBILITY

The CBLE Building should be strategically located along major thoroughfares to ensure direct access to public transportation, including Public Utility Buses (PUBs) and Public Utility Vehicles (PUVs). It must be easily accessible for commuters. The property should allow smooth and convenient entry and exit for employees, exam personnel, examinees, service providers, and bulk deliveries of supplies and equipment. Access control should be enforced to ensure that only authorized employees, exam personnel, examinees, and service providers can enter the property. A safe, covered drop-off area should also be provided outside the property.

### 2. DISTANCE FROM THE PRC – REGIONAL OFFICE XII AND KORONADAL CITY BUSINESS CENTER

The CBLE building should be no more than five (5) kilometers from PRC XII, situated at the Prime Regional Government Center in Brgy. Carpenter Hill, Koronadal City. It should not exceed five (5) kilometers





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from the business center of Koronadal City. Additionally, a safe and accessible walkway must connect the CBLE building to the closest public transport terminal.

### 3. TOPOGRAPHY AND DRAINAGE

The CBLE building should be located in an area that is free from flooding and has adequate ground elevation, along with effective drainage systems to reduce flood risk.

### 4. SIDEWALKS

The area must include pedestrian sidewalks to accommodate commuters and examination personnel. Additionally, there must be accessible and safe routes to and from the examination venue. The Lessor will ensure the implementation of appropriate safety measures along all sidewalks and pathways to protect examinees and examination personnel.

### 5. PARKING SPACE

The lessor shall provide parking spaces free of charge, at a ratio of one (1) parking slot for every 100 square meters of rentable space or any fraction thereof. These parking slots shall be allocated for the exclusive use of PRC RO XII's officials, employees, examinees, and guests. The parking slots must be located near the building and owned by the lessor.

### 6. COMPLIANCE WITH BATAS PAMBANSA (B.P.) NO. 344, OTHERWISE KNOWN AS THE "ACCESSIBILITY LAW" AND ITS IRR

The property must be compliant with the provisions of B.P. No. 344 and its IRR must have adequate and appropriate access facilities for Persons with Disabilities (PWDs).

## II. NEIGHBORHOOD DATA

### 7. PREVAILING RENTAL RATE

The rental rate of the property, including VAT, the Common Use Service Area (CUSA), and all other applicable taxes, fees, and charges, must not exceed five hundred eighty pesos (580.00) per square meter.





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The following charges are not included in the calculation of the property's rental rate. They will be billed separately, based either on actual usage or as allocated by the Lessor according to the provisions regulating routine operating expenses, such as utilities like water and electricity.

### 8. SANITATION AND HEALTH CONDITION

The building or property must provide sufficient and suitable toilets and lavatories for PRC XII employees, exam personnel, examinees, and service providers. Additionally, PRC XII should have the authority to install extra toilets and lavatories as necessary and to carry out any required work or repairs on both existing and new facilities.

### 9. ADVERSE INFLUENCE

The property must not be located near informal settlements, manufacturing areas that handle sensitive products, or neighboring facilities that may pose potential sources of toxic or hazardous substances. Additionally, it must be situated away from areas that could cause disturbances in the workplace. The surrounding property area must be free from informal settlers and street vendors. Furthermore, there must be no tenants or existing establishments within the building or its immediate vicinity whose nature of business involves, directly or indirectly, the operation of a review center for any PRC licensure examination and/or the sale of review materials, books, handouts, electronic devices, gadgets, or other supplies and services that could create a conflict of interest with the PRC's mandate or potentially harm its institutional image.

For any part of the building that is not yet constructed or has vacant space available for lease, no unit or space may be leased to any person or establishment whose business involves any of the immediately preceding paragraphs, without written consent from the PRC XII.

### 10. POLICE AND FIRE STATIONS

The property must be located six (6) kilometers from police and fire stations. The location of the building/property must be accessible to police cars and fire trucks.





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## 11. HEALTH SERVICE PROVIDERS/HOSPITALS

The building/property must be near health service providers and/or hospitals.

## III. REAL PROPERTY

### 12. STRUCTURAL CONDITION

The building or property must be structurally sound and constructed from reinforced concrete, structural steel, or a combination of these materials. It should be able to support a load equivalent to at least 200 examinees and exam personnel in the designated examination rooms, along with office fixtures and machinery. Furthermore, the property must have a Certificate of Occupancy issued by the Office of the Building Official and a Structural Analysis Certification confirming the building's structural integrity and load capacity.

The building should operate for no more than twenty (20) years; ideally, office space should remain available for future expansion.

### 13. FUNCTIONALITY

The total space requirement (rentable area) must be at least eight hundred fifty square meters (850 sqm). The entire rentable space or floor must be leased exclusively to the lessee, considering the nature of the equipment, supplies, paraphernalia, and activities conducted therein, all related to PRC XII operations. The lessee shall have full control and supervision over the entire office space, including the authority to regulate the ingress and egress of all individuals, including the lessor, their agents, or employees.

The space must be in good, habitable condition and renovated according to the agreed layout at no cost to the lessee. The building or property must be free of obstructions or impediments that could hinder the efficient and proper use of the premises by PRC XII.

The building's interior should be designed, constructed, and completed in accordance with the specifications mutually agreed upon by both parties. The layout must support a modular arrangement. The space should feature modular partition walls that can be pre-assembled or reconfigured to meet the design requirements of PRC XII. Furthermore, the building must include adequate lighting and ventilation systems, especially in leasable spaces and all common areas.





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Ideally, the building should have a centralized air conditioning system installed in the common areas. The leased premises must also include well-ventilated restrooms on each floor, equipped with fully functional fixtures such as sinks, bidets, and toilets, designated separately for male and female users.

### I. CBLE Building

- a.) Ready for Occupancy
- b.) Requires minimum repair works
- c.) With very presentable floor tiles or carpeted floors
- d.) With a very presentable ceiling
- e.) With existing modular workstation
- f.) With tables having an electrical outlet installed in every table
- g.) With chairs for proctors and examinees
- h.) Preferably with painted walls, partitions, and doors
- i.) Provision for air conditioning units
- j.) Standard fire protection system
- k.) Complete electrical and lighting fixtures, convenience outlets, and installed telecommunication/data cables

## IV. FACILITIES

### 14. WATER SUPPLY

The building must have a sufficient and reliable water supply exclusively for PRC XII employees, exam personnel, examinees, and service providers. The Lessor shall provide a designated tapping point and install a separate sub-distribution property meter for the water consumption of PRC XII.

### 15. LIGHTING AND ELECTRICAL SYSTEM

The building or property must have adequate electrical and lighting fixtures as well as convenient outlets. Provisions should also be made for an electrical system to support air-conditioning units and other office equipment. Additionally, a main three-phase electrical power supply must be present, featuring a main circuit breaker rated sufficiently to accommodate the minimum required total electrical load of the office and a necessary transformer to meet the load requirements of PRC XII.

An electrical distribution panel must include provisions for single-phase and three-phase power supply for air conditioning units and other office equipment, as well as a double-throw breaker/ATS for the generator set installation. Sufficient electrical fixtures, such as lighting and convenience outlets, must be in good working condition. Proper lighting (LED fluorescent





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Republic of the Philippines

Professional Regulation Commission Region XII

Regional Government Center, Koronadal City

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in compliance with the DOE directive) is required, and all lighting fixtures should have a minimum lifespan or warranty of three years. Otherwise, the Lessor shall replace all burned-out lights within one year of occupancy, at no cost. All electrical components within the building must meet PRC XII's electrical load requirements and remain in good working condition. A standby generator set must have enough capacity to supply power to the entire building, including critical loads such as 200 laptops and the server room. The Lessor must also provide a tapping point/panel board and a separate or sub-distribution revenue meter for the electric supply of PRC XII.

## 16. FIRE ESCAPES AND/OR EMERGENCY EXITS

The building/property must have adequate and appropriate fire escapes and emergency exits for the proper egress of PRC XII employees, exam personnel, examinees, and service providers during emergencies. It must also have a functioning Fire Detection and Alarm System (FDAS) and/or a sufficient number of portable, cylindrical fire extinguishers in the common areas of the building, as required by the Bureau of Fire Protection, considering the size or location of the leasable space.

## 17. I.T. REQUIREMENTS

The building/property must have the following:

### A. Internet and Communication System provisions

The building must be equipped with a suitable and sufficient internet connection, with a minimum installed speed of 200 Mbps. Additionally, the building or property must have ample and appropriate provisions for installing communication systems (e.g., risers, piping, data center, etc.).

- Provision for the installation of horizontal and vertical structured cabling.
- The ceiling should have at least 0.30 meters of clear space for installing horizontal data cables.
- Provisions for a fiber optic connection close to the office location;
- Provision of a switch room for structured cabling.
- The ceiling should ideally include a removable or detachable acoustic panel for installing network cables, or it should offer sufficient ceiling space and access points to accommodate a network cable wiring harness.





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- A service entrance facility is required for installing cables from telecommunications companies to the RISER and the Telecommunication Room/Server/IT Room.
- The building is ready for internet and telephone connections through trusted service providers.

### **B. Installation and repair of ICT equipment**

PRC XII should be permitted to make necessary alterations to the walls, floors, and ceilings for the installation and repair of ICT equipment and shall have unrestricted access to the leasable space for these purposes.

## **V. OTHER REQUIREMENTS**

### **18. MAINTENANCE AND WASTE DISPOSAL**


The owner of the office space must provide sanitary garbage disposal and a designated area within the premises where the PRC XII- Koronadal City can dispose of waste.

### **19. FACADE, DESIGN, AND ATTRACTIVENESS**

The overall façade, architectural design, and location of the property must be suitable for the Professional Regulation Commission Regional Office XII, as it is the premier government agency providing services to the professional sector in the country. The property should be attractive, well-lit with natural light, and appropriate for examinations and other administrative tasks. The LESSOR must also ensure that the space for the PRC XII signage is visible to the public. Potted plants are permitted in the building.

## **VI. FREE SERVICES AND FACILITIES**

### **20. JANITORIAL AND SECURITY**

  
The LESSOR should provide janitorial and security services for its daily service areas and allow PRC XII to engage additional janitorial and security service providers for the leasable spaces. The office building has round-the-clock security. The lessor offers all building tenants garbage collection services and/or a room.

### **21. AIR-CONDITIONING SYSTEMS**

  
The property should have an adequate air conditioning system for all





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## 22. REPAIRS, RENOVATIONS, AND MAINTENANCE

The LESSOR shall ensure the maintenance and prompt repair of the leasable spaces and common-use service areas, as well as provide repair and maintenance for the air-conditioning units. The LESSOR guarantees that the building is free from stray animals and will offer regular pest, termite, and rodent control services at least once a year or as needed. Furthermore, the LESSOR shall undertake the painting and repainting of the ceilings and walls at least once annually, with the schedule to be mutually agreed upon.

The Lessor shall be responsible for installing tiles and any necessary retiling work, with the schedule coordinated by the PRC Regional Office XII. The Lessor shall also repair water pipes and drainage systems to ensure the building is free of leaks and that the plumbing system is always fully functional. Additionally, the Lessor shall provide qualified personnel to conduct repair and maintenance work, including, but not limited to, plumbing, electrical cabling and wiring, and other related services.

All partitions, improvements, and renovations to the existing building shall be undertaken at the prospective bidder's expense, in accordance with the specifications and floor plan mutually agreed upon by both parties. These works must be completed within one (1) month from the receipt of the Notice to Proceed, subject to extension for valid cause upon written notice from the Lessor to the Lessee.

All major repairs during the contract period—including civil, electrical, plumbing, sanitary, and mechanical works, as well as repairs due to damage from natural or man-made disasters—shall be carried out by the Lessor at its own expense, except in cases where the Lessee has intentionally caused the damage.

## VII. DURATION OF THE CONTRACT

### 23. TERM OF LEASE

The lease will begin on August 01, 2025, or upon the turnover of the Leased Premises, and will end on July 31, 2028, covering a period of three (3) years. However, government agencies can only enter into contracts for terms covered by the GAA. Therefore, both parties will execute a lease agreement for each fiscal year, contingent upon the approval of the GAA or for the lease term that falls within the fiscal year. An acknowledgment of possession and occupancy will be executed by the parties at the start of the contract term.





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### 24. ALTERATIONS AND RENOVATIONS

The Lessor shall permit PRC RO XII to carry out renovations and alterations, whether minor or significant, in the leasable space and to allow access to its contractors for one (1) month. Any alterations, physical additions, or improvements to the leased premises made by the PRC Regional Office XII shall remain its property. Upon termination of the Lease Term, PRC RO XII shall have the right to remove any such alterations, additions, or improvements, provided that this does not result in any structural damage to the leased premises.

### 25. NAMING AND SIGNAGE

The PRC RO XII is allowed to install appropriate signage. The PRC RO XII understands that all signage locations and plans must receive final approval from the LESSOR, who must grant this approval within a reasonable timeframe and cannot unreasonably withhold it.

### 26. COMPLIANCE WITH LAWS, RULES AND REGULATIONS GOVERNING PROCUREMENT

By submitting their bid, interested parties expressly signify their agreement to comply with the provisions of Republic Act 12009, its Implementing Rules and Regulations (IRR), and all issuances from the Government Procurement Policy Board (GPPB), as well as any other agencies exercising regulatory authority over this transaction. Specific restrictions and/or guidelines provided by the GPPB or other government agencies and entities that perform supervisory or regulatory functions over PRC Regional Office XII and/or the subject matter of this procurement shall be included. They will become an integral part of the contract.

Contract provisions, especially those regarding contract implementation and termination, that conflict with any restrictions or directives issued by GPPB and/or other government agencies and entities that hold supervisory or regulatory authority over PRC RO XII, as well as any established procedures or processes of PRC RO XII, must be removed or modified accordingly.

Submitting a bid signifies the agreement and consent of interested bidders to adhere to any additional requirements that may be imposed by other government agencies or entities, beyond those specified in the pertinent laws, rules, and regulations governing this procurement. Any information gathered by bidders from PRC Regional Office XII through this procurement will be subject to the provisions of the Data Privacy Act, as applicable and practicable. Any additional costs deemed necessary for PRC RO XII to effectively and efficiently execute the lease contract for this procurement will factor into determining the lowest calculated bid. The offer sheet must list





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any extra charges, apart from rent, that the interested bidder may impose as a prospective lessor. The interested bidder may not apply any charges not included in the offer sheet during the drafting and execution of the contract.

Any provision that could hinder or impose more burdensome requirements detrimental to the performance of PRC XII functions in the ordinary course of business shall not be included in the main contract. The contract format and any special conditions or provisions submitted by the interested bidder in their standard lease agreements must be part of the bid submissions and will be considered in the evaluation.

Any renewal of the contract related to this procurement must also adhere to the relevant rules, regulations, and issuances from the GPPB, as well as all other government agencies and entities that have supervisory or regulatory authority over the PRC Regional Office XII and/or the subject matter of this procurement.

### 27. QUALIFICATION OF THE BIDDER

The Lessor must be a reputable building owner and have been in business for at least five (5) years.

### 28. OTHER PROVISIONS THAT SHALL BE INCLUDED IN THE CONTRACT

The building or property must adhere to R.A. No. 9514 (Fire Code of the Philippines).

### 29. MOVING-IN PERIOD

Upon the contract's effectiveness, the Lessor shall provide the Lessee with a rent-free period for moving in, not to exceed one (1) month. The Lessee must notify the Lessor when the moving-in period will commence.

CUSA and utilities used during the fit-out period must be prorated if not initiated on the first day of the month or billing cycle. Meter readings for the utilities will be taken at the beginning of the fit-out and moving-in period.

The Lessor shall perform major repairs and maintenance on the premises, including civil, electrical, sanitary, and mechanical equipment, systems, and components affected by natural or man-made disasters. The Lessor shall cover the costs for these items. Leasehold improvements require prior written approval from the Lessor. Any movable structures installed by the PRC Regional Office XII may be removed if the office space is vacated.





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## 30. BILLINGS AND PAYMENT TERMS

Rental payments for the leased premises shall be made in Philippine pesos, based on the agreed amount per square meter per month. Rent will be billed at the end of the first month following the rent-free fit-out period and at the end of each subsequent month. The PRC Regional Office XII will process the payment within the first thirty (30) days of the following month.

The PRC Regional Office XII will deduct 5% Final VAT and 5% Expanded Withholding Tax (EWT) from the monthly billing. The BIR Form No. 2307 (Certificate of Creditable Tax Withheld at Source) will be issued upon releasing the Official Receipt (OR).

## 31. ESCALATION CLAUSE

The rent will remain fixed for the duration of the contract, and no escalation rate will be required during this time. Upon renewal, price escalation may only be considered starting in the third (3rd) year of the renewed lease at a mutually agreed-upon rate.

## 32. CONTRACT COMMENCEMENT AND TERMINATION

The lease contract will begin on the date specified in the Notice to Proceed and will comply with the provisions outlined in the Guidelines on Termination of Contracts under section 71 of the IRR of RA 12009.

The Bidder must deliver the leased office space and its improvements within the specified timeframes, starting from the receipt of the Notice to Proceed, and is subject to liquidated damages as stated in RA 12009 and the Implementing Rules and Regulations in case of non-compliance.

At the end of the Lease Term, or any renewal, or in the case of early termination, any significant damage caused by abuse or neglect by PRC Regional Office XII, as determined by the appropriate authority, or any unpaid utilities may be reimbursed by PRC Regional Office XII in accordance with government accounting and auditing rules and regulations.

## 33. INSURANCE POLICY

At its discretion, the LESSEE may acquire fire insurance for the Leased Premises; its benefits shall be granted to the LESSEE.





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### 34. TAXES AND INSURANCE

Real estate taxes on the unit, as well as all types of government taxes, fees, other assessments, and fire insurance charges, shall be the responsibility of the lessor.

### 35. DESTRUCTION OF PROPERTY BY FORCE MAJEURE

- a. **TOTAL DESTRUCTION** - If the Leased Premises are destroyed or rendered completely unusable due to force majeure or a fortuitous event, and without any negligence on the part of the LESSEE, this lease contract shall be considered ipso facto extinguished. The LESSEE will only owe the remaining rent on a pro rata basis until the date of the fortuitous event or force majeure.
- b. **PARTIAL DESTRUCTION** - If the destruction or untenability of the Leased Premises is partial and occurs under circumstances similar to those described in section (a) herein, the LESSOR shall make the necessary repairs to the Leased Premises within 45 days or may proportionately reduce the rent at the LESSOR's option.

### 36. EXPROPRIATION PROCEEDING

If expropriation proceedings are initiated during this lease term by any governmental authority with such power, rendering the LEASED PREMISES no longer useful for the lease, either party may terminate the contract by providing the other with thirty (30) days' written notice. In the event of such expropriation, the LESSOR hereby UNCONDITIONALLY relieves and releases the LESSEE from any liabilities under the contract related to or arising from such expropriation proceedings due to damage caused to the LESSOR's properties.

### 37. EXPIRATION OF PERIOD OR TERM

Upon the expiration of the lease period, if the parties do not mutually agree to renew the lease contract within the specified timeframe, the lease contract will automatically terminate without prior written notice to the LESSEE. The LESSEE shall peacefully vacate the premises and surrender possession of the leased property to the LESSOR; otherwise, the LESSEE agrees to pay the monthly rent stated herein as reasonable compensation for the usage of the premises.





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Member

### 38. ARBITRATION AND VENUE OF ACTION

All disputes arising from the interpretation or implementation of a contract shall be submitted to arbitration in the Philippines, in accordance with the provisions of R.A. No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," and its IRR. However, if the lease contract is with a government agency, all disputes or controversies arising therefrom shall be adjudicated or settled in accordance with Presidential Decree No. 242.

### 39. NON-WAIVER OF RIGHTS

The failure of either party to insist on a strict performance of any of the terms, conditions, and covenants herein shall not be regarded as a relinquishment or waiver of any rights, privileges, or remedies that the party may have, nor shall it be construed as a waiver of any subsequent breach or default of the terms, conditions, and covenants herein. A waiver of rights, privileges, or remedies under this agreement must be in writing and signed by the concerned party.

### 40. BINDING EFFECT OF CONTRACT

This lease contract shall bind all heirs, legatees, assigns, executors, and administrators of both the LESSOR and LESSEE. This contract may only be modified thereafter by another written instrument, duly signed by the parties.

### 41. AUTHORIZED SIGNATORY

The LESSOR and LESSEE warrant that their respective signatories are authorized to sign and execute this Lease Contract on their behalf.

### 42. MUTUALITY OF CONTRACT

The LESSOR and LESSEE agree to honor the terms and conditions of this lease contract with the highest regard for good faith and in compliance with applicable laws, rules, and regulations.

### 43. CRITERIA FOR EVALUATION

The bidder will be evaluated according to the specifications outlined in this TOR, the provisions of Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009, and related issuances. The passing rate is Eighty Percent (80%). The PRC RBAC Members and the End-Users will conduct post-qualification site inspections.





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Member

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**NAOMI B. BRAGA**  
Member

### 44. RESERVATION CLAUSE

The PRC Regional Office XII reserves the right to reject any bids, declare a failure of bidding, or not award the contract at any time in accordance with Section 70 of R.A. No. 12009 and its IRR, without incurring any liability to the affected bidder or bidders.

Prepared by:

  
**FERLY QUEEN R. DE-ALA**  
BAC Secretariat- Member/End user Representative

Approved by:

  
**MARZOKIE M. MOCSIR**  
BAC Chairperson/Chief-LD





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PRICE QUOTATION SHEET  
FINANCIAL BID

LEASE OF VENUE FOR THE COMPUTER-BASED LICENSURE  
EXAMINATIONS AND OTHER REGULAR EXAMINATIONS FOR  
PRC REGIONAL OFFICE XII FOR THE PERIOD AUGUST 2025 TO  
JULY 2028

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

TOTAL BID/QUOTED PRICE

(RENTAL RATE, inclusive of CUSA, VAT and other charges,  
excluding Security Deposit and Advance Rent):

P \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(In Words)

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER'S OFFER
Name of Building:	
Location Address:	
Number of Floor/s:	
RENTAL RATE per MONTH	Php. _____/month
RENTAL RATE per SQUARE METER per MONTH	Php. _____/month
Total Area (in square meters and must state the number of floors)	_____ sqm; _____ floor/s _____ sqm; _____ floor/s
Total Parking Space (in square meters and must state the number of slots)	_____ sqm; _____ slots





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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 cost.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation you may receive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the LEASE OF VENUE FOR THE COMPUTER-BASED LICENSURE EXAMINATIONS AND OTHER REGULAR EXAMINATIONS FOR PRC REGIONAL OFFICE XII FOR THE PERIOD AUGUST 2025 TO JULY 2028. Attached herewith is the written authority issued by the Name of Bidder.

 The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_  
Legal capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_  
Date: \_\_\_\_\_





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## 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  1.1 Limited access to Public Utility Vehicle (PUJ, PUB) and Tricycles (20%)  1.2 Accessible to Public Utility Vehicle (PUJ, PUB) and Tricycles (30%)  1.3 Accessible to Public Utility Vehicle (PUJ, PUB) and Tricycles within office proximity (40%)	40	
	2. Topography and Drainage  2.1 The building/property must be located in a flood free area <b>OR</b> must have appropriate drainage facilities and adequate ground elevation (5%)  2.2 The building/property must be located in a flood free area <b>AND</b> must have appropriate drainage facilities and adequate ground elevation (15%)	15	
	3. Sidewalks  3.1 Without pedestrian sidewalks and safe access routes to and from the examination venue for examinees and exam personnel (0%)  3.1 With pedestrian sidewalks and safe access routes to and from the examination venue for examinees and exam personnel (5%)	5	





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	4. Parking Space  4.1 With free parking space for PRC Regional Office XII officials, employees, examinees, and guests <b>near the building premises</b> (15%)  4.2 With free parking space for PRC Regional Office XII officials, employees, examinees, and guests <b>within the same building</b> (30%)	30	
	5. Land classification, utilization, and assessment  5.1 Not Urbanized (0%)  5.2 Highly Urbanized (5%)	5	
	6. Compliance with the Accessibility Law (BP. 344) Refer to appendix A of BP. 344  1.1 Minimum Compliance (2.5%)  6.2 Full Compliance (5%)	5	
		100	
ii	NEIGHBORHOOD DATA		
	1. Prevailing Rental Rate per square meter  1.1 Php. 1,600 – 2,000 (20%)  1.2 Php. 1,000 – 1,500 (30%)  1.3 Php. 999 and below (40%)	40	
	2. Sanitation and Health Condition  2.1 Below four (4) toilets & lavatories (15%)  2.2 Four (4) or more toilets & lavatories (30%)	30	





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	3. Property Utilization  3.1 Mixed-Used (5%)  3.2 Exclusive venue for CBLE and other regular examinations (10%)	10	
	4. Police, Fire Station and Health Service Providers  4.1 Beyond 6km from the building (10%)  4.2 Within 6km from the building (20%)	20	
		100	
III	REAL ESTATE		
	1.Structural Condition  1.1 if constructed 16-20 years ago from the time of bidding (5%)  1.2 if constructed 11-15 years ago from the time of bidding (10%)  1.3 if constructed 10 or less than 10 years ago from the time of bidding (20%)	20	
	1. Functionality  2.1 Light and Ventilation  2.1a Inadequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (5%)  2.1b Must be adequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (10%)	10	
	2.2 Space Requirement  2.2a Below 900 sq.m. without free parking space (0%)  2.2b Minimum of 900 sq.m. with free parking slots (10%)	10	





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Republic of the Philippines  
Professional Regulation Commission Region XII  
Regional Government Center, Koronadal City  
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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)  
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	<p>2.3 Module</p> <p>2.3a Without existing modular tables and chairs (15%)</p> <p>2.3b With existing modular tables and chairs (20%)</p>	20	
	<p>2.4 Circulation</p> <p>2.4a Limited movement through, within and around the premises (0%)</p> <p>2.4b Easy movement through, within and around the premises (5%)</p>	5	
	<p>2. Facilities</p> <p>2.1 Water Supplies and Toilet</p> <p>3.1a Without sufficient and reliable water supply exclusively for PRC XII employees, exam personnel, examinees, and service providers (0%)</p> <p>3.1b With sufficient and reliable water supply exclusively for PRC XII employees, exam personnel, examinees, and service providers (10%)</p>	10	
	<p>2.2 Lighting System</p> <p>3.2a Absence of backup generators and separate or sub distribution revenue meters (0%)</p> <p>3.2b With backup generators and separate or sub- distribution revenue meters (10%)</p>	10	
	<p>2.3 Fire Escapes and Emergency Exit</p> <p>3.3a With less than 2 fire escapes and/or emergency exits and fire extinguishers in common areas (0%)</p> <p>3.3b With at least two (2) fire escapes and/or emergency exits and firefighting equipment in common areas (2%)</p>	5	





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	3.3c More than two (2) fire escapes and/or emergency exits and firefighting equipment in common areas (5%)		
	3. Other Requirements  4.1 Maintenance Repair and Renovation  4.1a No Available on-call maintenance personnel for the facility (0%)  4.1b Available on-call (8am to 5pm) Monday to Saturday maintenance personnel for the facility provided by the Lessor (5%)	5	
	4.2 Building Aesthetics (Façade, Design and Attractiveness)  4.2a Dirty and unkempt (0%)  4.2b Clean looking and well maintained (5%)	5	
		100	
IV	FREE SERVICES AND FACILITIES		
	1. Janitorial and Security  1.1 Without building janitorial and security services (provision for janitorial and security services of PRC XII on the rented area is non-negotiable) (0%)  1.2 With building janitorial and security services (provision for janitorial and security services of PRC XII on the rented area is non-negotiable) (40%)	40	
	2. Airconditioning  2.1 Without ducting stub-out only (0%)  2.2 With ducting stub-out only (10%)  2.3 With ducting stub-out and air-conditioning unit (20%)	20	