



Republic of the Philippines
Professional Regulation Commission
Regional Office IV-B
Regional Bids and Awards Committee

4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City
Telephone No.: (02)8733-1045
E-add: bac.4b@prc.gov.ph



REGULAR MEMBERS:


MAYROSE L. QUEZON
Chairperson


RONILO A. DELA CERNA
Vice-Chairperson

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Member


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PROVISIONAL MEMBERS:


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Secretary

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ARVIN R. LUNAR
Member

ELIEZER C. LEYCO
Member

JOHN MARVIN P. MAGSALIN
Member

REQUEST FOR QUOTATION
(RFQ) No. 2025-13

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

PhilGEPS Registration Number (Required):

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION (PRC) REGIONAL OFFICE (RO) IV-B**, with address at 4th Floor Sunnymede IT Center, 1614 Quezon Avenue, South Triangle, Quezon City, through its Regional Bids and Awards Committee (RBAC), is inviting you to participate in the project Lease of Venue for the conduct of Computer-Based Licensure Examination (CBLE) and other Regular Licensure Examinations under Multi-Year Contractual Authority (MYCA). This will undertake a Negotiated Procurement – Lease of Real Property and Venue under Section 53.10 of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184:

**LEASE OF VENUE FOR THE CONDUCT OF COMPUTER-BASED
LICENSURE EXAMINATION (CBLE) AND OTHER REGULAR
LICENSURE EXAMINATIONS - REBID**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, or via email at bac.4b@prc.gov.ph, using the "PRC Official Forms" provided herein, duly signed by the owner or his duly authorized representative **not later than 30 June 2025 at 9:00 AM**. Evaluation of quotation/proposal will be on **30 June 2025 at 10:00 AM** at the PRC Regional Office IV-B, 4th Floor Sunnymede IT Center, 1614 Quezon Ave., South Triangle, Quezon City. **Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the RBAC email address.**

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit
(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)
2. Valid PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Duly notarized Omnibus Sworn Statement
(for ABCs above P50,000.00)



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5. Duly notarized Secretary's Certificate with a copy of valid government issued ID of the Corporate Secretary (for partnership, corporation, cooperative, or joint venture) **OR** Special Power of Attorney as representative (if sole proprietorship).

- ❖ For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)
- ❖ For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B" for your reference.

For inquiries you may send an e-mail to RBAC Secretariat at bac.4b@prc.gov.ph or call at Tel. No. (02)8733-1045.

Thank you.

Very truly yours,


MAYROSE L. QUEZON
RBAC Chairperson



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ANNEX "A"

❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. **Lowest Calculated Bidder may be subjected to Post Qualification Conference whenever necessary.**
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

❖ TERMS OF REFERENCE

Name of Project:	LEASE OF VENUE FOR THE CONDUCT OF COMPUTER-BASED LICENSURE EXAMINATION AND OTHER REGULAR LICENSURE EXAMINATIONS - REBID		
Approved Budget for the Contract (ABC):	Year	Particulars	ABC
	2025	July to December	Php1,500,000.00
	2026	January to December	Php3,000,000.00
	2027	January to December	Php3,000,000.00
	2028	January to June	Php1,500,000.00
	TOTAL:		Php9,000,000.00
	The total Approved Budget for the Contract (ABC) from July 2025 to June 2028 is Nine Million Pesos (Php9,000,000.00) , through the Multi-Year Contractual Authority (MYCA) No. MYCA-BMB-B-22-0000043 , inclusive of VAT and all applicable taxes and fees.		
Specification:	See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.		

Location:	Puerto Princesa City, Palawan
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A. OVERVIEW

In compliance with RA 8981 or the “PRC Modernization Act of 2000,” the Region intends to operate its own Computer-Based Licensure Examination (CBLE) at Puerto Princesa City, Palawan, in support with the functions and responsibilities of the Commission to fully computerize all licensure examinations given by the different Professional Regulatory Boards and other operations of the Commission. This will also address the needs of the “new normal” and provide a more effective and efficient way of conducting and releasing results of various licensure examinations.

Further, by virtue of the PRC Resolution No. 1536, s. 2022, the Commission approved the in-house CBLE system to be implemented at the regional level. The in-house CBLE allows examinees to take their respective licensure examinations using a web-based controlled system. Puerto Princesa City was purposively selected because most of the Higher Education Institutions (HEIs) offering board programs are located in the said locality.

B. TECHNICAL SPECIFICATIONS

I.	Location and Site Condition
	1. The property is accessible by public transport.
	2. The property has an adequate and properly installed drainage system, not located in a flood prone area, and the ground floor level must be higher than the street level.
	3. The property shall be within Puerto Princesa City, Palawan.
II.	Neighborhood and Data
	1. The property is with proper waste management system.
	2. The property is located in a sanitary and healthy environment far from establishments that are fire hazard and produce too much noise and foul odor.
III.	Real Estate
	1. The building is structurally safe (with Certificate of Occupancy issued from the Office of the Building Official).
	2. The building's leasable space is equipped with enough lighting fixtures and air-conditioning units.
	3. The building is regularly maintained.
	4. The building's overall facade and architectural design is appropriate for an office building.
IV.	Space Requirement
	1. The property has a minimum leasable area of at least one hundred seventy five (175) square meters, exclusive of common areas.
	2. The building has facilities/provision for: <ul style="list-style-type: none">• Water supply and toilet for the PRC officials, employees and examinees• Power supply• Fire protection and control systems such as fire exits and fire-fighting equipment/devices• Emergency lights• CCTV• 24-hour security guard• Enclosed storage room of at least 50 square meters with door lock.



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V. Building, Equipment, Facilities and Specification

1. The building shall be made of reinforced concrete, structural steel or combination of both which can carry a load equivalent to at least 100 clients and other office fixtures.
2. The building is equipped with enough lighting fixtures and air-conditioning units for ventilation.
3. The overall facade and the interior and exterior architectural designs are appropriate for a public office, with all facilities in excellent working conditions.
4. 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.
5. The building has built-in electrical lighting fixtures, devices, pipes, switches, sub-panels and convenience outlets for all equipment as may be specified by the lessee, which must all be in good working condition.
6. The building has provision for a main meter and/or sub-meter for electrical and sufficient water supply exclusively for the use of PRC IV-B.
7. Sufficient electrical fixtures, lighting fixtures and convenience outlets. Provision for electrical system for air-conditioning and other office equipment to be installed and open/close window for air circulation purposes.
8. The building should be ready for the installation of telephone lines, internet connections (with platform for server box, Cat 5 outlets and cables) and building security system (CCTV Cameras).
9. The building has facilities to ensure continuous water supply 24/7.
10. There is an access ramp for Persons with Disability (PWD).
11. Available comfort rooms for examinees and PRC personnel.
12. A building with more than three (3) floors must have a service elevator/escalator as required by *The National Building Code of the Philippines*.
13. The leasable space has an installed new and durable 100 seaters modular partitions with lift-lid table top compartment, full fabric, with a dimension per workstation of at least 120cm(H) x 100cm(W) x 60cm(D); 100 pieces plastic chairs with backrest that can bear a weight of 150kgs; and 5 pieces 12 door metal lockers with a dimension per locker of at least 180cm x 900cm x 40cm.

VI. Maintenance, Janitorial & Security Services

1. The building has a regular garbage disposal system.
2. The building has janitorial services for the maintenance of common areas in case the building has other tenants.
3. The building owner shall provide regular pest, termite and rodent control services at least once a year, or as may be necessary, and shall ensure that the building is free from stray animals.
4. The building owner shall undertake painting and repainting of ceilings and walls, as may be necessary.
5. The building owner shall undertake bi-annual electrical wiring inspection and maintenance.
6. The building owner shall install tiles and undertake retiling, as may be necessary.
7. 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.



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VII. Auxiliary System Requirements

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

VIII. Terms of Lease

The lease contract shall be for a period of three (3) years **from July 2025 to June 2028** in accordance with the provisions of RA 9184 and its Implementing Rules and Regulations (IRR) in accordance with the MYCA.

IX. Rental

1. Monthly rental must be within the Approved Budget of the Contract (ABC), **inclusive of VAT**, and all applicable taxes and fees, as well as operating costs and maintenance.
2. Payment of monthly rental shall commence upon the **date of actual occupancy**.
3. Monthly rental shall include the Common Use and Service Area (CUSA) Fee.
4. No advance rental requirement.

X. Repairs and Renovations for Existing Buildings

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.

XI. DELIVERY DATE

Within **Thirty (30) calendar days** upon receipt of **Notice to Proceed**.

D. EVALUATION AND SELECTION CRITERIA (RATING SCHEME)

Bid proposals shall be subjected to the rating factors for lease of real property under Appendix B of the 2016 Implementing Rules and Regulations of Republic Act No. 9184, subject to the passing rate of **Seventy-Five Percent (75%)**. Post Qualification/Site Inspection shall be conducted by the PRC RBAC Members and the End-Users.

E. PAYMENT SCHEME

Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the lessor.

ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR
LEASE OF VENUE FOR THE CONDUCT OF COMPUTER-BASED
LICENSURE EXAMINATION AND OTHER REGULAR LICENSURE
EXAMINATIONS - REBID

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




ANNEX "B"

REGULAR MEMBERS:


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PRICE QUOTATION SHEET
FINANCIAL BID

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:

LEASE OF VENUE FOR THE CONDUCT OF COMPUTER-BASED LICENSURE EXAMINATION AND OTHER REGULAR LICENSURE EXAMINATIONS - REBID

A. RENT PER MONTH:

In Figures: Php_____

In Words: _____

B. BID PER YEAR:

➤ 2025 (JULY TO DECEMBER)

In Figures: Php_____

In Words: _____

➤ 2026 (JANUARY TO DECEMBER)

In Figures: Php_____

In Words: _____

➤ 2027 (JANUARY TO DECEMBER)

In Figures: Php_____

In Words: _____

➤ 2028 (JANUARY TO JUNE)

In Figures: Php_____

In Words: _____

C. TOTAL BID PRICE FOR THE PROJECT (JULY 2025 TO JUNE 2028)

In Figures: Php_____

In Words: _____



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* THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT, ALL TAXES, AND BANK CHARGES.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____