



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St. cor. N. Reyes St., Sampaloc, Metro Manila  
Facsimile: 5310-0037 / Email: bac@prc.gov.ph



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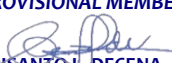
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Member

**ELIEZER C. LEYCO**  
Member

## REQUEST FOR QUOTATION (RFQ No. 2020-11)

### Negotiated Procurement - Lease of Real Property and Venue

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules Regulations of Republic Act No. 9184 for the project: **Lease of a Secured Storage for Documents and Records under the Custody of the Professional Regulation Commission – Central Office.**

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

For inquiries, you may call the BAC Secretariat at Facsimile No. (02) 5310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,



**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



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## REQUEST FOR QUOTATION (RFQ No. 2020-11)

### Negotiated Procurement - Lease of Real Property and Venue

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with principal office address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the project: Lease of a Secured Storage for Documents and Records under the Custody of the Professional Regulation Commission – Central Office, in accordance with Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

<b>Name of Project :</b>	Lease of a Secured Storage for Documents and Records under the Custody of the Professional Regulation Commission – Central Office
<b>Approved Budget for the Contract:</b>	Three Million Pesos (PhP3,000,000.00)
<b>Specification :</b>	See attached <b>Annexes “A &amp; B”</b> for the Terms of Reference and Financial Bid

The office space shall be delivered complete by the owner of the building pursuant to the terms and conditions as stated herein based on the aforementioned budget.

The Bidders who are legally, technically and financially capable may submit their accomplished sealed or open quotation/proposal personally, by mail/courier, through facsimile or via email, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 12:00 o'clock in the afternoon of August 20, 2020**, at which time the bid quotation/proposal will be evaluated at the BAC Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. The Bidders are enjoined to join the videoconferencing of the bid opening thus, requesting for the submission of the official email address of the authorized representative/s to this email address bac@prc.gov.ph.

## TERMS AND CONDITIONS

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their quotation/proposals through their duly authorized representative using the provided **OFFICIAL FORMS**.
- Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.



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- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the approved budget for the contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- The bidder with the Lowest Calculated Quotation (LCQ) shall advance to the Post-Qualification stage during which, it shall submit the following documentary requirements for evaluation:
  - a. License/permits such as Business, Occupancy, Fire, Electrical, Mechanical and Sanitary;
  - b. Building plans such as Floor Plan, Electrical Plan (as Built), and Sanitary Plan (as Built);
  - c. Securities and Exchange Commission (SEC) Certificate / DTI Registration; and
  - d. Bureau of Internal Revenue (BIR) Registration;
  - e. Latest Tax Clearance

*(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 Receipt) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC prior to the signing of the Lease Contract).*

- Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.
- Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

#### 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. PhilGEPS Registration Number

#### 3. Latest Income / Business Tax Return

*(Except for gov't. agencies as lessors)*

#### 4. Omnibus Sworn Statement

#### 5. Secretary's Certificate/Authorization to sign as representative

- ❖ For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.



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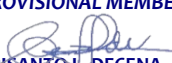
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PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

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

For inquiries you may email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) or you may call the BAC Secretariat at Facsimile No. (02) 5 310-0037.

Very truly yours,

  
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### ANNEX "A"

#### TERMS OF REFERENCE

#### Lease of a Secured Storage for Documents and Records under the Custody of the Professional Regulation Commission – Central Office

#### OVERVIEW

The Professional Regulation Commission (PRC) is providing this Terms of Reference (TOR) for the lease of additional space for Records Center/Storage Area as a repository for its inactive, non-current records under a controlled disposal system.

Article III, Section 22 of Republic Act No. 9470, the National Archives of the Philippines Act of 2007, mandates all government agencies to establish its own Records Center to maintain and preserve records under their custody and control.

This Records Center will serve as an extension of PRC's record keeping system to provide a facility to identify records for permanent preservation and conservation and records needing outright disposal.

#### A. OBJECTIVES

In compliance with the Republic Act No. 9470, the National Archives of the Philippines Act of 2007, the following are the objectives:

- Ensure the safety and protection of all public documents and records of public interests.
- To give utmost priority for the safeguard, protection and preservation of public documents and records as fundamental instruments for efficient and effective governance.
- To strengthen the existing system of management of public records.

#### B. COST BENEFIT/POTENTIAL RESULTS

- Security and protection of public records against natural and man-made hazards.
- Provide additional space for increasing volume of records and free office spaces

#### C. LOCATION

The location of the Records Center/Storage Area to be leased must be strategically located within Greater Manila Area and at elevated ground floor, 2<sup>nd</sup> or 3<sup>rd</sup> floors of the building.

#### D. SPACE REQUIREMENTS AND FACILITIES

The total Records Center/Storage space is 500 square meters to store records that are not needed in the daily transaction of the PRC but not yet ready for disposal or transfer for permanent preservation, with the following areas:



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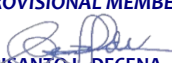
  
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- **Processing Area/ Administrative/Research Area**
  - 25sq.m, a “make ready” room and is used in sorting operations, for refiles and interfiles, for making containers and other preparatory works. Perform the many desks tasks and/or use by customers and clients who extract information from the records.
- **Disposal Area**
  - 50sq.m, this area permits disposals to be accumulated when records are removed from the shelves. Normally, there is a time lag before a NAP accredited buyer can pick them up for sale.
- **Staging Area**
  - 50 sq.m, an open area for intermediate storage or for temporary holding. Space must be sufficient for two to three days accessions (bringing in new boxes).
- **Stacking Area**
  - 350 sq.m, for paper records in corrugated box with a storage capacity of over 37, 683.21 cubic feet (equivalent to 25,884 corrugated boxes).
- **Employee Service Area**
  - 25sq.m. is needed for restrooms and eating space.
- **Loading Docks**
  - Should be separated from Records Center/Storage areas with sufficient space provided for maneuverability of large trucks.

### E. SECURITY AND SAFETY

Provide fire and emergency exits, install firefighting devices, proper lighting facilities with CCTV and at least two (2) Security Guards for 24-hour security of the building.

### F. BUILDING STRUCTURE AND EQUIPMENT

- 1) Main meter and/or sub-meter for electrical and sufficient water supply exclusively for the use of PRC.
- 2) Allow installation of open steel-shelves/racks and other movable built-in structures installed maybe taken when space is vacated.
- 3) Provision for the installation of air-conditioning or ventilation unit e.g. dehumidifier, ceiling or wall fans.
- 4) Free from floods within the vicinity.
- 5) Ceiling height throughout the storage should provide at least 16 feet of stacking.
- 6) Should have the minimum number of windows but adequately ventilated with relative humidity RH-50-60%, temperature 65-75F
- 7) Floor should be sufficient to support the weight of shelving and records.



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### G. TERM OF LEASE

The term of the lease contract shall be for a period of twelve (12) months.

### H. DOCUMENTARY REQUIREMENTS

1. License, permits such as Business, Occupancy, Fire, Electrical, Mechanical and Sanitary.
2. Floor Plan, Electrical Plan (as built) and Sanitary Plan (as built)
3. SEC and DTI Registration
4. BIR Registration and Tax Clearance

### I. FINANCIAL DETAILS

1. Source of Fund as reflected in the Approved FY 2020 PPMP of the Archives and Records Division, and certified by the Budget and Management Division. Monthly rental includes common area maintenance and operating costs.
2. Necessary improvements and installations to meet the minimum requirements of PRC shall be undertaken by the Lessor. This includes civil, electrical, sanitary and mechanical works.

### J. 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 RIRR of Republic Act No. 9184, subject to the passing rate of **Seventy-Five (75%)**. Post Qualification shall be conducted by the PRC BAC Members and Secretariat and the end- users.

### K. Payment Scheme

The payment shall be made within 15-30 days through our Government Servicing Bank, the Land Bank of the Philippines, after delivery and upon the submission of the required supporting documents, i.e., order slip and/or billing statement, by the contractor. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF A SECURED STORAGE FOR DOCUMENTS AND RECORDS UNDER THE CUSTODY OF THE PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE

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



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ANNEX “B”

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:

FOR THE BASIC RENT AND COMMON AREA  
MAINTENANCE/OPERATING COSTS

A. COST PER SQUARE METER PER MONTH:

IN FIGURES: Php\_\_\_\_\_

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

B. TOTAL BID PRICE FOR THE PROJECT:

IN FIGURES: Php\_\_\_\_\_

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

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

\_\_\_\_\_  
Bidder’s authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: