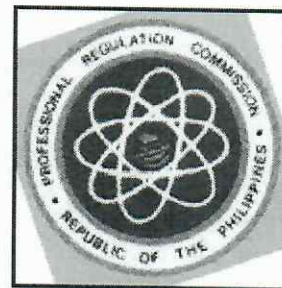




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Facsimile: 310-0037 / email:prcbac2013@gmail.com



REGULAR MEMBERS

ARISTOGERSON T. GESMUNDO
Chairman

OMAIMAH E. GANDAMRA
Vice-Chairman

MARIA PINKY M. DE PANO
Member

CRESALINE S. BAGSIT
Member

KHEMLE JANE T. VISCA-MARTINO
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Provisional Member, Non-IT Projects

RICHARD M. ARANIEGO
Provisional Member, IT Projects

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JOEL P. IGNACIO
Member

ELIEZER C. LEYCO
Member

REQUEST FOR QUOTATION (RFQ No. 2020-02)

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 Venue (including food) for the Conduct of FY 2019 Year-End Performance Assessment and FY 2020 Commission Planning Conference.**

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) 310-0037 or email at prcbac2013@gmail.com.

Thank you.

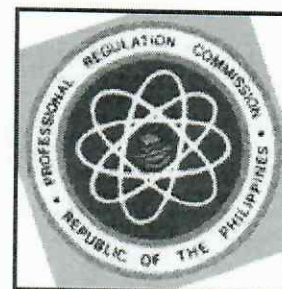
Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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Member

REQUEST FOR QUOTATION (RFQ No. 2020-02)

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 Venue (including food) for the Conduct of FY 2019 Year-End Performance Assessment and FY 2020 Commission Planning Conference, 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.

Name of Project :	Lease of Venue (including food) for the Conduct of FY 2019 Year-End Performance Assessment (YEPA) and FY 2020 Commission Planning Conference
Approved Budget for the Contract:	One Million Three Hundred Ninety Eight Thousand Pesos (Php1,398,000.00) inclusive of all bank and government charges.
Specification :	See attached Annexes "A & B" for the Terms of Reference and Financial Bid

The bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) 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 10:00 o'clock in the morning of January 9, 2020** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be evaluated at the BAC Conference Room, 4th Floor PRC Annex Building, in the presence of the representative who may choose to attend.

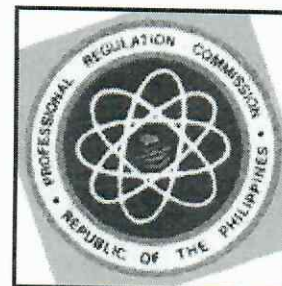
❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposals through their duly authorized representative using the provided **OFFICIAL FORMS**.
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 Philippine peso shall include all taxes, duties and/or levies payable.



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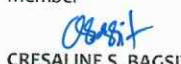


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5. All quotations exceeding the approved budget for the contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representatives.
8. Payment shall be made within 15-30 days, on a bank-to-bank basis through our Government Servicing Bank, the Land Bank of the Philippines, upon the submission of the required supporting documents, i.e., order slip and/or upon receipt of the Statement of Account/Billing Statement by the contractor. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

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. Secretary's Certificate / Authorization to sign as representative

- ❖ For Individuals, 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.

For inquiries you may call the BAC Secretariat at Facsimile No. (02) 310-0037 or email at prcbac2013@gmail.com.

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE

Lease of Venue (including food) for the Conduct of FY 2019 Year-End Performance Assessment (YEPA) and FY 2020 Commission Planning Conference (CPC)

OVERVIEW

The FY 2019 YEPA and FY 2020 Commission Planning Conference is scheduled on **January 21-22, 2020** and will be conducted outside of PRC Central Office. To house the two (2) days activity, an external service provider will be contracted with the following terms and conditions :

I. **Approved Budget for the Contract**

The service provider shall bid for all items described in this Terms of Reference (TOR), which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **One Million Three Hundred Ninety Eight Thousand Pesos (Php1,398,000.00)**, inclusive of all applicable bank and government charges.

II. **Scope of Service**

The contractor should be able to provide the activity venue, food and other basic amenities with the following specifications:

➤ **General Requirements**

1. Event date: **January 21-22, 2020 (LIVE-OUT ARRANGEMENT)**

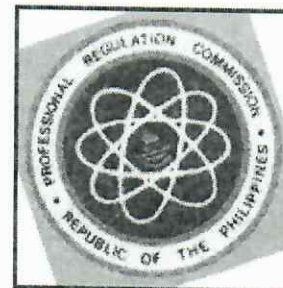
Time Frame: 8:00 A.M - 5:00 P.M (200 participants) Day 1 & Day 2
6:00 P.M. - 9:00 P.M. (100 participants) Day 1

- Guaranteed number of persons: **200 pax**;
- Location should be nearby PRC Central Office specifically in Metro Manila;
- Nine (9) rooms of twin occupancy with two (2) beds, good for two to four (2-4) pax per room, for two (2) days;
- Classroom set-up;
- Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
- Complimentary and unlimited use of internet access in the function room and in all Wi-Fi hot spots;
- At least ten percent (10%) of the total number of participants with free parking spaces;
- Complimentary use of banner and backdrop;



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10. Complementary use of Philippine Flag;
11. Complimentary use of Flag pole for PRC Flag
12. Complimentary use of one (1) room, good for four (4) pax for the advance party;
13. Complimentary use of Meeting Room for a maximum of three (3) hours for two (2) days, good for one hundred (100) pax;
14. Waived electricity charges for laptop and projector brought by the Commission
15. In case of additional participants, the price shall be the same or less than the regular price per person; and
16. Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

➤ Specific Requirements

A. Venue

The service provider shall provide the free use of the function room during the duration of the conference, big enough to accommodate the 200 participants. For ease of movement, as well as for the general safety and comfort of participants, it must be well-lighted, well-ventilated, and senior citizen friendly. Likewise, the following items shall also be complimentary/free use:

- ✓ PA sound system with four (4) microphones;
- ✓ Teleprompter Board for 2 days (8:00am-9:00pm)
- ✓ Whiteboard with marker and eraser;
- ✓ Note pads and pens;
- ✓ Rostrum;
- ✓ Two (2) white screen projectors;
- ✓ Two (2) projectors; and
- ✓ Cables for the connection of projectors.

B. Food

The service provider shall provide the following meal requirements for a minimum of 200 pax:

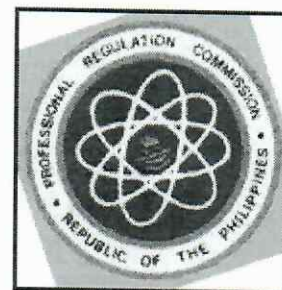
January 21, 2020	January 22, 2020
Buffet (Heavy) Breakfast	Buffet (Heavy) Breakfast
Buffet Lunch	Buffet Lunch
PM Snacks	PM Snacks
Dinner (good for 100 pax during the meeting scheduled at 6:00PM-9:00 PM)	

- ✓ Free flowing coffee/tea/water during conference;
- ✓ Free candies/mints;
- ✓ Menus are subject to the approval of the Commission.



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III. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the rating factors for lease of venue under Annex "H" - Appendix B of the 2016 Revised IRR of RA No. 9184, subject to the passing rate of **Seventy-Five (75%)**. Post-Qualification shall be conducted by the PRC BAC Members and Secretariat, and end user's representative.

IV. Performance and Warranty Securities

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in accordance with Sections 39 and 62 of the 2016 Revised IRR of RA 9184.

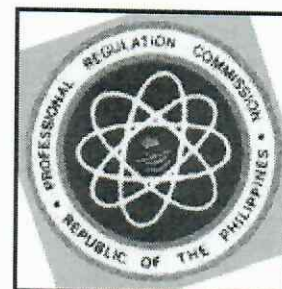
ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY 2019 YEAR-END PERFORMANCE ASSESSMENT AND FY 2020 COMMISSION PLANNING CONFERENCE

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



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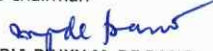


ANNEX "B"

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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:

Total Bid Price for the Project: (Inclusive of all taxes and bank charges)

IN FIGURES: Php_____

IN WORDS: _____

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

Bidder's authorized signature over printed name

Designation:_____

Name of Company:_____

Address:_____

Contact No:_____