



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
REGIONAL OFFICE III  
PEO Annex Bldg. Provincial Capitol Compound, City of San Fernando  
prcregion3.bac@gmail.com / Tel. No. 045-404-0236



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Member

MR. DARWIN P. LANGWAS  
Member

### REQUEST FOR QUOTATION (RFQ) No. 2025-01-004

(Negotiated Procurement – Lease of Real Property and Venue)

Date: January 21, 2025

Contact Person:

Name of Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission Regional Office 3 is inviting you to participate in the Negotiated Procurement under Section 53.10 – Lease of Real Property and Venue of the 2016 Revised IRR of R.A. No. 9184 for the project: **PROVISION FOR THE LEASE OF VENUE FOR THE CONDUCT OF COMPUTER- BASED LICENSURE EXAMINATION (CBLE) OF PRC REGIONAL OFFICE 3 FROM APRIL 2025 TO MARCH 2028.**

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

For inquiries, you may call the RBAC Secretariat at facsimile No. (045) 404-0236 or email at prcregion3.bac@gmail.com.

Thank you.

Very truly yours,

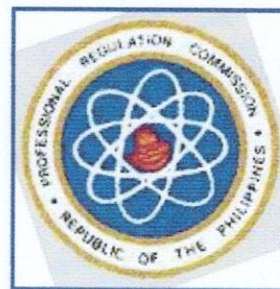
**MARY ELAINE P. ESPELA**  
RBAC Vice- Chairperson





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### REQUEST FOR QUOTATION

#### (Negotiated Procurement – Lease of Real Property and Venue)

The **PROFESSIONAL REGULATION COMMISSION (PRC) Regional Office 3**, with address at 2F & 3F New PEO Annex Building, Provincial Capitol Compound, CSFP, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: **Provision for the Lease of Venue for the Conduct of Computer- Based Licensure Examination (CBLE) for PRC Regional Office 3 from April 2025 to March 2028** in accordance with Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

<b>Name of Project :</b>	<b>Provision for the Lease of Venue for the Conduct of Computer- Based Licensure Examination (CBLE) for PRC Regional Office 3 from April 2025 to March 2028</b>
<b>Approved Budget for the Contract :</b>	<b>Ten Million Eight Hundred Thousand Pesos (Php 10,800,000.00) or Three Hundred Thousand Pesos (Php300,000.00) per month inclusive of all applicable taxes, bank, and government charges payable.</b>
<b>Location</b>	<b>Professional Regulation Commission Region 3 2F &amp; 3F New PEO Annex Building, Provincial Capitol Compound, CSFP</b>
<b>Specification :</b>	<b>See attached Annex "A" for the Terms of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.</b>

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 9:00 in the morning of February 11, 2025** at the RBAC Office, 3<sup>rd</sup> Floor, PEO Annex Building, Provincial Capitol Compound, CSFP. The quotation/proposal will be evaluated at the CPR, 3<sup>rd</sup> Floor, PEO Annex Building on **February 11, 2025 on 10:00 in the morning**, in the presence of the representative who may choose to attend via Microsoft Teams or Zoom online platform.

#### ❖ 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, and delivery.
5. The RBAC reserves the right to re-compute detailed costs provided by the bidder to ensure accuracy.
6. All quotations exceeding the Approved Budget for the Contract





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shall be automatically rejected.

7. The bidder with the Lowest Calculated Quotation (LCQ) shall advance to the post-qualification stage during which offered services shall be subjected to inspection and approval of the end-user/s before the award of contract.
8. In case of discrepancy between the price expressed in words and figures, the amount expressed in words will prevail.
9. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ), **more advantageous to PRC-Regional Office 3**, and which complies with the minimum technical specifications and other terms and conditions stated herein.
10. Any erasures or overwriting shall be valid only if the owner properly signs them or his/her authorized representative.
11. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis or through check payment.
12. Single/Lowest Calculated Bid proposal shall be subjected to the Table of Rating Factors for Lease of Real Property and Venue under Annex "H", Appendix B of the 2016 Revised IRR of R.A. No. 9184. The property must achieve a passing rate of at least 80% to be considered as passed. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.
13. 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 9184 and the 2016 Revised Implementing Rules and Regulations for non-compliance.
14. New lessee will be granted a one (1) month moratorium period, rent-free, for the transfer to a new building, and/or for installations of partitions, counters, improvements, renovations and network infrastructures.

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 contact the RBAC Secretariat at facsimile No. (045) 404-0236.

Very truly yours,

**MARY-ELAINE P. ESPELA**  
RBAC Vice-Chairperson





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ANNEX "A"

TERMS OF REFERENCE (TOR)

Provision for the Lease of Venue for the Conduct of Computer-Based Licensure Examination (CBLE) for PRC Regional Office 3 from April 2025 to March 2028

(Through Negotiated Procurement Pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184)

I. Approved Budget for the Contract

The PROFESSIONAL REGULATION COMMISSION REGIONAL OFFICE 3, through the Government of the Philippines (GOP) through the General Appropriations Act (GAA) of 2025, and Multi-Year Contractual Authority No. MYCA-BMB-B-24-0000111, intends to apply the sum of Ten Million Eight Hundred Thousand Pesos (Php10,800,000.00) being the Approved Budget for the Contract (ABC) for multiyear contract, to payments for the Provision of Lease of Venue for the Conduct of Computer-Based Licensure Examination (CBLE) of PRC Regional Office 3 from April 2025 – March 2028.

Below is the schedule of the total approved budget for the allocation for this multiyear project under the Department of Budget and Management Multi-Year Contract Authority No. MYCA-BMB-B-24-0000111.

YEAR	APPROVED BUDGET UNDER MULTI-YEAR CONTRACT (PHP)
2025 (April to December 2025)	2,700,000.00
2026 (January to December 2026)	3,600,000.00
2027 (January to December 2027)	3,600,000.00
2028 (January to March 2028)	900,000.00
TOTAL	10,800,000.00

II. TECHNICAL SPECIFICATIONS

Item	SPECIFICATION	Statement of Compliance Statements of "Comply" or "Not Comply"
A. SCOPE OF SERVICE		
The service provider should be able to provide the venue for Computer-Based Licensure Examination (CBLE) and other licensure examination related		





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activities of PRC Region 3.		
1.	<b>LEASABLE AREA</b>  The property must preferably be between 600-800sqm and can accommodate a maximum of 300 examinees and provide for other administrative spaces (see Items 2.3). The venue may be comprised of a single floor or more, provided that in the latter set up, the spaces must be adjacent/contiguous, thereby allowing easy access to and from both areas.  Lessors offering multiple floors (adjacent/contiguous) should properly indicate the leasable area per floor excluding common areas and any other areas offered as rent-free or free of use.	
2	<b>BUILDING STRUCTURE</b>  2.1 The building must be properly maintained and structurally safe and designed in compliance with the provisions of the National Building Code of the Philippines, as attested to by relevant government agencies, such as but not limited to the Bureau of Fire Protection, City Engineer and Engineering Department, the Department of Environment and Natural Resources, among others.  2.2 The building design must have a standard finish and the layout must be able to accommodate a modular type arrangement.  2.3 The area must have a server room, a storage room, an office room and a receiving/screening area.  2.3.1 Server Room is preferably 8 to 15 sqm for IT equipment.  2.3.2 Storage Room is 8 to 15 sqm preferably with racks for the storage of office supplies.  2.3.3 Office and viewing room is preferably 25 to 35 sqm for the preparation of reports after the conduct of examination.  2.3.4 Receiving/screening area is preferably 35 to 45 sqm for the examinees' attendance verification, security checkpoints, bag checks	





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	and other precautionary measures before entering into the examination venue.	
	2.3.5 One (1) Room for Persons with Disability (PWD) preferably 8 to 15 sqm with movable divider.	
	2.4 The venue, particularly the examination area, must be able to significantly reduce unwanted noise coming from external sources.	
	2.5 The venue must have comfort rooms each for male and female examinees that can accommodate the needs of 300 examinees.	
	2.6 The building must have an emergency exit/s in accordance with the provisions of the NBCP, factoring the size and structure of the building.	
3	<b>SERVICES</b>  3.1 The lessor must ensure the provision for sufficient water supply with water lines from the water district and water tanks in case of disruption of water services, 3.2 The lessor must guarantee that the power transformer in the area can accommodate the power requirement of the equipment in the venue. 3.3 The venue must have a generator set with sufficient KVA capacity to sustain the operations of 300 laptops, the air-conditioning units, and the server for at least 12 hours, in the event of power interruption. Separate statement of account shall be billed for the generator's actual usage and services based on standard rates, if applicable. 3.4 The examination area, server room and storage room must be fully air- conditioned or have a properly working ventilation system.  The air conditioning units must be installed and compliant with space and engineering standards. 3.5 The examination venue must have its own sub-meter for water and electricity, exclusive for the use of the lessee. 3.6 The entire property should be equipped with an adequate lighting system, preferably utilizing LED technology. 3.7 The venue must have enough emergency lights in all strategic locations. The venue must still be well-lit using these emergency lights to ensure continuity of the examination in case of	





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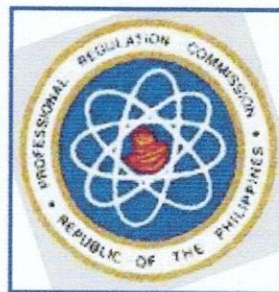
	<b>3.7</b> The property must be ready for the installation of internet connection with high-speed internet conduits.	
	<b>3.8</b> The area must be well secured with a guard on duty for 24 hours.  The building should have its own active video security surveillance system that covers the main entrance, parking and other notable areas of concern outside of the PRC leased area. Access to the interior areas should be restricted to the lessee only.	
	<b>3.9</b> The property must have provisions for repair and maintenance of the following: plumbing, water and other related works; electrical, lighting and other related works; and air-conditioning units and other ventilation concerns.	
<b>4</b>	<b>LOCATION AND SITE CONDITION</b>	
	<b>4.1</b> The area where the venue is located must be within the province of Pampanga, preferably within the City of San Fernando to ensure close proximity in the event of any emergency or untoward incident.	
	<b>4.2</b> The property must be accessible directly from the main thoroughfares by public and/or private transport.	
	<b>4.3</b> The building must have adequate (at least three) parking spaces as provided for in the National Building Code.	
	<b>4.4</b> The property must NOT be situated in a flood-prone area.	
	<b>4.5</b> The property should be conveniently located near health service providers and facilities, and easily accessible to a police station and fire station.	
<b>B. PROVISIONS THAT SHALL BE INCLUDED IN THE CONTRACT</b>		
<b>1</b>	Upon signing the contract of lease, the lessee may pay a security deposit equivalent to two (2) months' rent and advance rent equivalent to two (2) months' rent, as applicable;	
<b>2</b>	Payment shall be made within 15-30 days upon receipt of the billing statement or statement of account. Gross amount shall be subjected to applicable withholding tax rate to be remitted by the procuring entity to BIR.	
<b>3</b>	The rate will remain fixed throughout the contract period.	
<b>4</b>	The lessee shall provide janitorial services for the proper maintenance of the occupied areas;	





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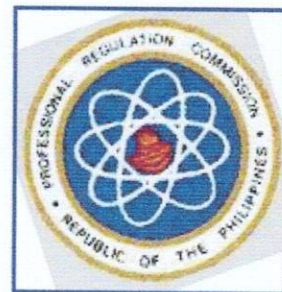
5	The lessor shall provide at least quarterly general pest and rodent control services, and disinfection services;	
6	The lessor shall allow the lessee to install removable partition, cabling wires and other necessary equipment and furniture for the administration of the CBLE.	
7	All improvements, modifications, furniture and fixtures, equipment, personal items and articles shall be removed by PRC Regional Office III at its expense from the leased space once the lease expires or is terminated. The lessor must be open for building modification in case changes in the building set-up are needed. Any damages that may be sustained by the leased space while removing the aforementioned improvements and modifications shall be billed to PRC.	
<b>C. TERM OF LEASE</b>		
1	The basic term of the contract shall be for a period of three (3) years, from April 2025 to March 2028, subject to renewal.	
<b>D. DOCUMENTARY REQUIREMENTS</b>		
1	<p>Copies of the following eligibility requirements are required to be submitted during the Opening of Bids.</p> <ul style="list-style-type: none"><li>• <b>Valid Mayor's / Business Permit</b> (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).</li><li>• <b>Valid PhilGEPS Registration Certificate</b></li><li>• <b>Latest Income/Business Tax Return</b> (for ABCs above P500,000.00)</li><li>• Duly Notarized Secretary's Certificate for Partnership and Corporations / Authorization to sign as representative for Sole Proprietorship including photocopy of valid government issued identification (ID), if applicable.</li><li>• Updated Tax Clearance Certificate in compliance to BIR Revenue Regulations No. 017-2024.</li><li>• Duly filled- up RFQ including Annexes.</li></ul>	
2	<p>The following must be submitted during the Post-Qualification Stage:</p> <ul style="list-style-type: none"><li>• Proof of ownership/assignment of the real property for lease</li><li>• Floor plan (of the office space to be leased).</li></ul>	





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3	The following must be submitted during the contract period: <ul style="list-style-type: none"><li>SEC/DTI/CDA Registration (whichever is applicable)</li><li>Updated Tax Clearance Certificate in compliance to BIR Revenue Regulations No. 017-2024.</li><li>Certificate of Occupancy</li><li>Renewed Mayor's/ Business Permit</li><li>Latest Income/ Business Tax Return</li></ul>	
<b>E. PROHIBITION AGAINST SUBLEASE</b>		
1	The PRC RO3 shall not sublease all or any portion of the leased premises without the prior written consent of the bidder. The bidder reserves the right to disallow any assignment or transfer of rights to any third person/party/entity.	

PRC Regional Office 3 will hold a **Pre-Bid Conference** at 9:30 AM of January 30, 2025 through video conferencing, which shall be open to prospective bidders. For proper coordination, all interested bidders are hereby requested to submit their Letter of Intent to participate, including therein contact details, and send to [prcregion3.bac@gmail.com](mailto:prcregion3.bac@gmail.com) before 8:30 AM of January 30, 2025.

The sealed envelopes containing the bidding documents, one (1) original and two (2) certified true copies shall be submitted to:

**Ms. Margiery D. Dulin**  
Regional Bids and Awards Committee Secretariat  
3rd Floor, PEO Annex Bldg.  
Capitol Compound, Sto. Niño,  
City of San Fernando, Pampanga  
Email address : [prcregion3.bac@gmail.com](mailto:prcregion3.bac@gmail.com)  
Facsimile No. (045) 404-0236

**ACKNOWLEDGE AND COMPLIANCE WITH THE TERMS OF REFERENCE  
FOR THE PROVISION FOR THE LEASE OF VENUE FOR THE CONDUCT  
OF COMPUTER- BASED LICENSURE EXAMINATION (CBLE) OF PRC  
REGIONAL OFFICE 3 FROM APRIL 2025 TO MARCH 2028.**

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





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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:

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

PROVISION FOR THE LEASE OF VENUE FOR THE CONDUCT OF  
COMPUTER- BASED LICENSURE EXAMINATIONS (CBLE) OF PRC  
REGIONAL OFFICE 3 FROM APRIL 2025 TO MARCH 2028.

I. FOR THE BASIC RENT INCLUSIVE OF TAXES AND INCLUSIVE  
OF CUSA

a. Total area proposed for lease: \_\_\_\_\_ square  
meters (excluding common areas)

- i. \_\_\_\_\_ Floor \_\_\_\_\_ square meters
- ii. \_\_\_\_\_ Floor \_\_\_\_\_ square meters
- iii. \_\_\_\_\_ Floor \_\_\_\_\_ square meters

b. Cost per square meter per month:

IN FIGURES: P \_\_\_\_\_

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

YEAR	APPROVED BUDGET UNDER MULTI- YEAR CONTRACT (PHP)	BID PRICE
2025 (April – December 2025)	2,700,000.00	
2026 (January- December 2026)	3,600,000.00	
2027 (January- December 2027)	3,600,000.00	
2028 (January- March 2028)	900,000.00	
TOTAL	10,800,000.00	

In Figures: \_\_\_\_\_

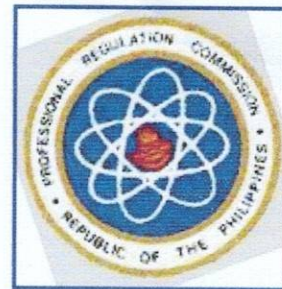
In Words: \_\_\_\_\_





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MR. DARWIN P. LANGWAS  
Member

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.

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

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_