



Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Member

REQUEST FOR QUOTATION
Negotiated Procurement – Lease of Real Property and Venue
RFQ No. 2025-04

Date: _____
Contact Person: _____
Name of Company: _____
Contact Details: _____
PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **Early Procurement Activity for the Lease of Venue (Including Food) for the Conduct of the FY 2024 Year-End Performance Assessment (YEPA) and FY 2025 Commission Planning Conference** under 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.

NAME OF PROJECT:

**EARLY PROCUREMENT ACTIVITY FOR THE LEASE OF VENUE
(INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2024 YEAR-END
PERFORMANCE ASSESSMENT (YEPA) AND FY 2025 COMMISSION
PLANNING CONFERENCE**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally or via email at bac@prc.gov.ph using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than NOVEMBER 14, 2024 at 8:00 AM**. Evaluation of quotation/proposal will be on **NOVEMBER 14, 2024 at 9:30 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St., Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

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

1. Valid Mayor's/Business Permit;

In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;



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3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Noatrized Omnibus Sworn Statement; and
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individuals, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, a 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" and "B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

TERMS AND CONDITIONS

1. Bidders shall provide the 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. Award of Contract shall be made to the lowest quotation that 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/her authorized representative.
8. Payment shall be made within 15 to 30 days upon receipt of the Statement of Account/ Billing Statement, on a bank-to-bank basis.
9. For the purpose of early procurement authorized under Section 7.6 of the 2016 Revised IRR of RA 9184, the proposed amount under the FY 2025 National Expenditure Program shall be used as basis.
10. No award of contract shall be made upon the approval and effectivity of the FY 2025 General Appropriations Act.
11. Lowest Calculated Bidder **may be subjected to a Post-Qualification Conference** whenever necessary.

TERMS OF REFERENCE

Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount inclusive of all applicable bank and government charges: ONE MILLION SIX HUNDRED THOUSAND PESOS ONLY (P1,600,000.00).
Specification:	See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.



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PERFORMANCE ASSESSMENT (YEPA) AND FY 2025 COMMISSION
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Scope of Service

The service provider shall be able to provide the venue including food, and other basic amenities for the 2-day event with the following specifications:

General Requirements

1. Event Dates: **February 6-7, 2025 (LIVE-OUT ARRANGEMENT)**
Time Frame: 8:00 A.M. – 9:00 P.M. (200 participants) – Day 1
8:00 A.M. – 5:00 P.M. (200 participants) – Day 2
2. Guaranteed number of participants: **200 pax**
3. Location: close proximity with or nearby PRC Central Office in Metro Manila
4. Four (4) twin occupancy rooms with either two (2) beds or one (1) king size bed for one (1) day
5. Teleprompter Board for two (2) days (8:00am – 5:00pm)
6. LED Wall for two (2) days (8:00am – 5:00pm)
7. Round Table or Classroom set-up
8. Complimentary corporate materials/kits good for 200 pax
9. Complimentary use of registration table in a designated registration area that must be spacious enough to accommodate the influx of participants
10. Complimentary and unlimited use of stable internet access in the function room and in all Wi-Fi hotspots
11. At least ten percent (10%) of the total number of participants with free parking spaces
12. Complimentary welcome banner and backdrop
13. Complimentary use of Philippine Flag
14. Complimentary use of Flag Pole for the PRC Flag
15. Complimentary use of room/s for the advance party
16. Waived electricity charges for laptops, projector, printer and other equipment brought in by the Commission
17. In case of additional participants, the price shall be the same or less than the regular price per person
18. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

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Specific Requirements

A. Venue

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

- Public Address (PA) Sound System, including, but not limited to, four to six (4-6) microphones
- Whiteboard with marker and eraser
- Corporate Kits for 200 pax
- Rostrum
- Two (2) white Liquid Crystal Display (LCD) screen projectors
- Two (2) LCD projectors
- Cables for the connection of projectors and other pertinent electronic equipment

B. Food

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

- Day 1: Heavy Breakfast, Buffet Lunch, and Dinner
- Day 2: Heavy Breakfast, Buffet Lunch, and PM Snacks
- Free flowing coffee/tea/water during the conference
- Free candies/mints
- Menus for each of the mealtime schedule would be subject to the approval of the Commission

C. Payment Scheme

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages based on the Contract Price.

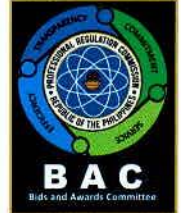
D. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the **RATING FACTORS FOR LEASE OF VENUE** 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.



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PERFORMANCE ASSESSMENT (YEPA) AND FY 2025 COMMISSION
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SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

NAME OF THE 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 best offer/quotation for the item/s as follows:

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TOTAL BID PRICE FOR THE PROJECT:

In Figures: _____

In Words: _____

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

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: