



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission Region XII
Regional Government Center, Koronadal City
Mobile No: 0951-361-2925
Email: prcro12.philgeps@gmail.com




MARZOKIE M. MOCSIR
Chairperson

Date: June 20, 2025
RFQ No. 2025-022

AUREFIL M. FIGUEROA
Vice-Chairperson

Company Business Name: _____

Address: _____

Valid Business/Mayor's Permit No.: _____

Valid PHILGEPS Registration Number: _____

RONALD VON D. RIVERA
Member

REQUEST FOR QUOTATION

LOURDES CELESTE H. SERRANO
Member

LEASE OF VENUE FOR THE COMPUTER-BASED LICENSURE EXAMINATIONS AND OTHER REGULAR EXAMINATIONS FOR PRC REGIONAL OFFICE XII FOR THE PERIOD AUGUST 2025 TO JULY 2028

JERLIE L. OSANO
Member

(ON LEAVE)
NAOMI B. BRAGA
Member

Dear Sir/Madam:

The Professional Regulation Commission -Regional Office XII, through its Bids and Awards Committee intends to lease a Real Property that will serve as a venue or examination room for Computer Based Licensure Examinations (CBLE) and other regular examinations for a period of three (3) years covered by a Multi-Year Contractual Authority (MYCA) from August 2025 to July 2028, through Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009.

Year	Approved Budget under Multi-Year Contract	Source of Fund
August to December 2025	Php 2,550,015.00	2025 GAA
January to December 2026	Php 6,120,036.00	2026 GAA
January to December 2027	Php 6,120,036.00	2027 GAA
January to July 2028	Php 3,570,021.00	2028 GAA
Total	Php 18,360,108.00	

The Approved Budget for the first year of the Contract (ABC) is Two Million Five Hundred Fifty Thousand and Fifteen Pesos (Php 2,550,015.00) covering a total area of not less that NINE HUNDRED SQUARE METERS (900 SQM) inclusive of CUSA, VAT and all relevant taxes, and interested parties are welcome to participate under specified terms, conditions and specifications.



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INSTRUCTIONS:


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- Bidders shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009 and related issuances.
- Price quotation/s, to be denominated in Philippine peso shall be inclusive of CUSA, VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.
- The RBAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid.
- No escalation rate shall be demanded during the contract period.
- In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
- In case of tie, the Most Economically Advantageous Quotation (MEAQ) shall be determined through draw lots.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the Most Economically Advantageous Quotation (MEAQ) with the lowest and advantageous quotation that complies with the terms and conditions and technical specifications stated herein.
- 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 12009 and its Implementing Rules and Regulations for non-compliance.
- This RFQ must be accomplished completely and accurately and duly signed by the bidder's authorized representative.
- The contents of this RFQ shall not be altered in any way. Any erasure or overwriting herein shall be valid only if they are properly signed by the bidder's authorized representative.
- Bids that fail to comply with the minimum documentary requirements to be submitted during the Opening of Bids shall be automatically disqualified and shall not be included in all subsequent stages of the procurement process.
- A moratorium period, from the date of Notice to Proceed (NTP) and prior to the start of the contract, rent-free will be given for transfer to a new building, and/or for installations of partitions and counters, improvements, and renovations.



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TECHNICAL SPECIFICATION

After having carefully read, understood and accepted the Instructions and Terms and Conditions, hereby submit my quotation in accordance with the following Technical Specifications:

Specification	STATEMENT OF COMPLIANCE Statement of “Comply” or “Not Comply”
1 Lot Lease of Venue for The Computer-Based Licensure Examinations and other Regular Examinations for PRC Regional Office XII for the Period August 2025 to July 2028 (See Attached Annex “A” [Terms of Reference])	

1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, Post Qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).
4. Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in



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behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

5. Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.

DOCUMENTARY REQUIREMENTS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
Interested bidders must present the original and submit photocopy of the following document, if applicable:	
<i>The following must be submitted during the Opening of Bids</i>	
PhilGEPS Certificate of Registration	
Valid Mayor's Permit/Business Permit	
Latest Annual Income Tax Return/ Business Tax Return	
Duly filled-out and signed Bid Form	
Price Quotation Sheet (Annex "B" of the RFQ)	
<i>The following must be submitted during the Post-Qualification Stage</i>	
Tax Declaration of Real Estate/Tax Certificate	
Original/Transfer Certificate of Title Proof of ownership/assignment of the real property for lease	
<i>The following must be submitted prior to the payment of SOA/Billing</i>	
Tax Clearance Certificate	

Note: Absence of any documentary requirement enumerated herein shall disqualify the bidder.



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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 Receipts) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC Regional Office XII-Koronadal City prior to signing of the contract.

Interested prospective lessors who are legally, technically and financially capable shall refer to the following schedule of activities and instructions:

1. Deadline for the submission of Quotation and Documentary Requirements is on or before **June 24, 2025. not later than 2:00 PM (Philippine Standard Time). Late bids (submitted at 2:01 PM onwards) shall not be accepted.**

The sealed envelopes shall be submitted to:

PAMELA E. BANCAERIN

RBAC Secretariat

Regional Bids and Awards Committee

Regional Government Center, Brgy. Carpenter Hill,
Koronadal City

Email Address:

prcro12.philgeps@gmail.com

Sealing and Marketing

- Bidders shall enclose their original eligibility and technical documents including two duplicates in one sealed envelope marked "ORIGINAL – ELIGIBILITY and TECHNICAL COMPONENT", and the financial component [duly filled-up Price Quotation Sheet (Annex "B")] including two duplicates in another sealed envelope marked "ORIGINAL – FINANCIAL COMPONENT" sealing them all in outer envelope marked "OFFICIAL BID".
- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. __- ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. __- FINANCIAL COMPONENT" and the outer envelope as "COPY NO. __-", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.



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- The original and the number of copies of the Bid as indicated in the BOS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- All envelopes shall:
 - ✓ contain the name of the contract to be bid in capital letters;
 - ✓ bear the name and address of the Bidder in capital letters;
 - ✓ addressed to the Procuring Entity's BAC;
 - ✓ bear the specific identification of this bidding process; and
 - ✓ bear a warning "**DO NOT OPEN BEFORE**"

June 24, 2025, 2:00 PM

- If quotations are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the quotation.

1. The following stages are scheduled as follows:

- a. Opening of Quotation/s and Evaluation of Documents:

June 24, 2025, 2:00 PM

- b. Post-Qualification: **June 25, 2025 2:00 PM**

Both stages shall be conducted at the 1st floor, PRC Regional Office XII Regional Bids and Awards Committee, Regional Government Center, Brgy. Carpenter Hill, Koronadal City and to be followed by the ocular inspection of CBLE venue being offered.

- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC Regional Office XII shall be declared as the Most Economically Advantageous Quotation (MEAQ) and shall advance to the post-qualification stage, the bidder with the best overall score using the quality-price ratio shall be referred to as the Most Economically Advantageous Quotation (MEAQ) to whom the contract shall be awarded.
- The Table of Rating Factors for Lease of Real Property passing rate shall be eighty percent (80%).
- The Head of the Procuring Entity (HoPE) of the PRC Regional Office XII reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009. For any clarification, you may email the RBAC Secretariat at **prcro12.philgeps@gmail.com**.



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ACKNOWLEDGEMENT AND COMPLIANCE WITH THE INSTRUCTIONS, TERMS AND
CONDITION, DOCUMENTARY REQUIREMENTS AND TERMS OF REFERENCE
(ANNEX A) FOR THE LEASE OF REAL PROPERTY IN KORONADAL CITY FOR THE
CONDUCT OF COMPUTER-BASED LICENSURE EXAMINATION AND OTHER
REGULAR EXAMINATIONS OF PRC XII REGIONAL OFFICE FOR THE PERIOD
AUGUST 2025 TO JULY 2028

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION

PRINTED NAME OF COMPANY

ADDRESS

CONTACT NUMBERS