



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
Iloilo Regional Office
2nd Flr. Gaisano ICC Mall, San Rafael, Mandurriao Iloilo City
Tel. No.: 329-2730
Fax: 329-2410




LOEL L. MAMON
Chairperson


SHERIEL B. LOLOY
Vice-Chairperson


MARY ANN D. DEGALA
Member


JENNIFER M. MOLEÑO
Member


MARIJANE GRACE C. LAYSON
Provisional Member


FLOYD P. ALAGBAN
Provisional Member

SECRETARIAT:


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Secretary


MARY GRACE L. CATALAN
Member


CHERRIE ANN D. AGOT
Member


JASMARBINA KHLOE P. DUMAGUIN
Member

REQUEST FOR QUOTATION

(RFQ) No. 2025-029

**PROVISION OF ROOM ACCOMMODATION WITH FULL BOARD MEALS
FOR TWO (2) DAYS FOR THE CONDUCT OF THE FIRST QUARTER
PERFORMANCE AND STRATEGIC PLANNING CUM TEAM BUILDING
ACTIVITIES AS PART OF THE 52ND FOUNDING ANNIVERSARY AND
THE 2025 PROFESSIONAL REGULATION WEEK in GUIMARAS ISLAND
on JUNE 28-29, 2025**

(Negotiated Procurement – Small Value Procurement)

Date:

Contact Person:

Name of Company:

Address:

Contact Details:

Dear Sir/Madam:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission – Iloilo Regional Office is inviting you to participate in the Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised IRR of R.A. No. 9184 for the project: **Provision of Room Accommodation with Full Board Meals for Two (2) days for the Conduct of the First Quarter Performance and Strategic Planning cum Team Building Activities as part of the 52nd Founding Anniversary and the 2025 Professional Regulation Week in Guimaras Island on June 28-29, 2025.**

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 BAC Secretariat at Facsimile No. (033) 329-2410 or email at prc6.bac@gmail.com.

Thank you.

Very truly yours,


LOEL L. MAMON
BAC Chairperson



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(RFQ) No. 2025-029

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THE 2025 PROFESSIONAL REGULATION WEEK in GUIMARAS ISLAND
on JUNE 28-29, 2025
(Negotiated Procurement – Small Value Procurement)

The PROFESSIONAL REGULATION COMMISSION – ILOILO REGIONAL
OFFICE (PRC-ILO), with address at 2nd Flr. Gaisano ICC Mall, San Rafael
Mandurriao, Iloilo City, through its Bids and Awards Committee (BAC), will
undertake a Negotiated Procurement for the Project: **Provision of Room
Accommodation with Full Board Meals for Two (2) days for the
Conduct of the First Quarter Performance and Strategic Planning
cum Team Building Activities as part of the 52nd Founding
Anniversary and the 2025 Professional Regulation Week in
Guimaras Island on June 28-29, 2025.** in accordance with Section 53.9
(Small Value Procurement) of The 2016 Revised Implementing Rules and
Regulations of Republic Act. No. 9184.

| | |
|---|---|
| Name of Project: | Provision of Room Accommodation with Full Board Meals for Two (2) days for the Conduct of the First Quarter Performance and Strategic Planning cum Team Building Activities as part of the 52 nd Founding Anniversary and the 2025 Professional Regulation Week in Guimaras Island on June 28-29, 2025 (RFQ No. 2025-029). |
| Approved Budget for the Contract (ABC): | One Hundred Sixty-Five Thousand Pesos (P165,000.00), inclusive of all the government taxes and charges. |
| Specification: | See attached Annex “A” for the Term of Reference and Annex “B” for Financial Bid |
| Delivery Date: | June 28 & 29, 2025 |

Bidders who are legally, technically and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, through facsimile at (033) 329-2410 or vial email at prc6.bac@gmail.com, duly signed by the owner or his duly authorized representative using the “**PRC Official forms**” provided herein **on or before 2:00 o’clock in the afternoon of June 24, 2025** at the Finance and Administrative Division, PRC Regional Office VI, 2nd Flr. Gaisano ICC Mall, San Rafael Mandurriao, Iloilo City, at which time, the quotation/proposal will be evaluated at the Conference Room, 2nd Floor, PRC Annex Building on **June 24, 2025, at 2:00 in the afternoon.**



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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendars days from the date of submission of the quotation.
3. Price quotations to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.

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

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 Certificate / Registration Number
 3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
 4. Omnibus Sworn Statement
(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment)
 5. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / SPA (if sole proprietorship).*
- ❖ 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 BAC Secretariat at Facsimile No. (033) 329-2410 or email at prc6.bac@gmail.com.

Very truly yours,


LOEL L. MAMON
BAC Chairperson



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ANNEX "A"

TERMS OF REFERENCE (TOR)

LOT 1 – PROVISION OF ROOM ACCOMMODATION WITH FULL BOARD MEALS FOR TWO (2) DAYS FOR THE CONDUCT OF THE FIRST QUARTER PERFORMANCE AND STRATEGIC PLANNING CUM TEAM BUILDING ACTIVITIES AS PART OF THE 52ND FOUNDING ANNIVERSARY AND THE 2025 PROFESSIONAL REGULATION WEEK in GUIMARAS ISLAND on JUNE 28-29, 2025

I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **One Hundred Sixty-Five Thousand Pesos (P165,000.00), inclusive of all the government taxes and charges.**

II. Technical Specifications

A. General Requirements:

1. Price Quotation for two (2) days and one (1) night
2. Event date: June 28-29, 2025 (Saturday and Sunday)
3. Number of Participant: 54 pax
4. Transportation Services (From Jordan port to venue vice versa)

B. Special Requirements:

1. Food/Meals

- 1.1 Free provision of purified drinking water during the indoor activities and water stations in locations during outdoor activities
- 1.2 Day 1 food
 - 1.2.1 Morning Snacks
 - 1.2.2 Lunch (*In buffet -- 3 viands, 1 soup, 1 dessert, 1 drink, and rice*)
 - 1.2.3 Dinner (*In buffet -- 3 viands, 1 soup, 1 dessert, 1 drink, and rice*)
 - 1.2.4 Midnight snacks
- 1.3 Day 2 food
 - 1.3.1 Breakfast (*In buffet -- 2 viands, 1 side dish, 1 dessert, 1 drink, and rice*)
- 1.4 Proposed menu or food choices shall be attached to the proposal

2. Accommodation and Venue

- 2.1 Clean air-conditioned rooms to accommodate at least 54 guests in total (*includes PRC personnel, and support staff*)
 - 2.1.1 Clean toilet bath in each room
 - 2.1.2 With beddings, towels, and basic toiletries
- 2.2 Pavilion or Conference Hall to accommodate 54 guests with enough space to break into small group (*air-conditioned or well-ventilated if not air-conditioned*)


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- 2.2.1 With audio visual equipment with 2 or more microphones,
- 2.2.2 With projector screen
- 2.2.3 With white boards,
- 2.2.4 With tables & chairs
- 2.3 Free use of amenities
- 2.4 Emergency Power / Back-up Power Generator
The venue must have a back-up electrical system in case of power outage during the event

III. Payment Scheme

The payment of the goods and services rendered shall be made within 7 days upon issuance of Statement of Account (SOA)/Billing Statement and on cash basis.

Failure to comply with Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract price

**ACKNOWLEDGEMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE
PROVISION OF ROOM ACCOMMODATION WITH FULL BOARD MEALS FOR
TWO (2) DAYS FOR THE CONDUCT OF THE FIRST QUARTER
PERFORMANCE AND STRATEGIC PLANNING CUM TEAM BUILDING
ACTIVITIES AS PART OF THE 52ND FOUNDING ANNIVERSARY AND THE
2025 PROFESSIONAL REGULATION WEEK in GUIMARAS ISLAND on JUNE
28-29, 2025**

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 items/s as follows:

| Project Name | Approved Budget for the Contract (ABC) | Bid Quotation |
|---|---|---------------|
| 1 Lot Provision of Room Accommodation with Full Board Meals for Two (2) days for the Conduct of the First Quarter Performance and Strategic Planning cum Team Building Activities as part of the 52 nd Founding Anniversary and the 2025 Professional Regulation Week in Guimaras Island on June 28-29, 2025 | One Hundred Sixty-Five Thousand Pesos (Php165,000.00) | |

Total Bid Price for the Project (Inclusive of all Taxes)

In Figures: _____

In Words: _____

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

Bidder’s authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____