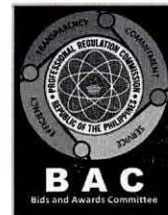




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Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

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**WIL CHARLOTTE G. OLARTE**  
Member

**REQUEST FOR QUOTATION**  
**Negotiated Procurement – Lease of Real Property and Venue**  
**RFQ No. 2025-48**

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 **NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD AND ACCOMMODATION) FOR THE CONDUCT OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs) - RFQ No. 2025-48** under **Negotiated Procurement – Small Value Procurement** under **Section 53.10** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

**NAME OF PROJECT:**

**NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD AND ACCOMMODATION) FOR THE CONDUCT OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs)**

**RFQ No. 2025-48**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than JULY 09, 2025 at 11:30 AM**. Evaluation of quotation/proposal will be on **JULY 09, 2025 at 1:30 PM** at the BAC Office, 4<sup>th</sup> 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;





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**WIL CHARLOTTE G. OLARTE**  
Member

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. Proof of PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above Php 500,000*);
4. Notarized 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.

- Government-issued ID of the Secretary (for partnership, corporation, cooperative, or joint venture) or the Representative (for sole proprietorship) shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and proof of PhilGEPS Registration, 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](mailto:bac@prc.gov.ph).

Thank you.

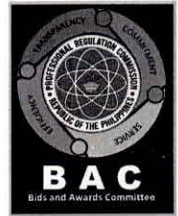
Very truly yours,

  
**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee



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Member

Assistant Commissioner, PRC

**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 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/her authorized representative.
8. Payment shall be made within 30 days upon issuance of the Inspection and Acceptance Report by the Procurement and Supply Division and upon submission of all documents required for its payment.
9. Lowest Calculated Bidder **may be subjected to a Post Qualification Conference**, whenever necessary,

**TERMS OF REFERENCE**

Name of the Project:	<b>NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD AND ACCOMMODATION) FOR THE CONDUCT OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs)</b>
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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 of **TWO MILLION SIX HUNDRED FORTY THOUSAND EIGHT HUNDRED SIXTY-SIX PESOS AND SIXTY-SEVEN CENTAVOS (Php2,640,866.67)** inclusive of all applicable bank and government charges.

**NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD AND ACCOMMODATION) FOR THE CONDUCT OF THE STRATEGIC DISCUSSION ON TEST CONSTRUCTION AND DEVELOPMENT IN THE CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE PROFESSIONAL REGULATORY BOARDS (PRBs)**

**SCOPE OF SERVICE**

The winning bidder shall provide the activity venue, food, and other basic amenities with the following specifications:

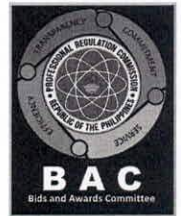
**A. General Requirements**

- Event date:** (1<sup>st</sup> batch) 11-13 August 2025  
(2<sup>nd</sup> batch) 13-15 August 2025  
- All batches are live-in arrangement
- Check in:** 10 August 2025 (for 10 pax; *advance party*)  
**Check in:** 11 August 2025; **Check out:** 13 August 2025 (for 90 pax)  
**Check in:** 13 August 2025; **Check out:** 15 August 2025 (for 90 pax)
- Time frame:** 8:00 AM – 7:00 PM
- Guaranteed number of participants:** 90 participants
- Location:** Clark, Pampanga
- Single, Twin and/or Triple sharing with 1-3 beds with complimentary toiletries and buffet breakfast
- Classroom set-up
- Complimentary use of a registration table in a designated registration area that 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 (20%) of the total number of participants with free parking spaces.



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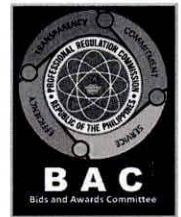
11. Complimentary use of the Philippine Flag.
12. Complimentary use of a Flag Pole for the PRC Flag.
13. Waived electricity charges for laptop, projector, printer, brought in by the Commission
14. In case of additional participants, the price shall be the same or less than the regular price per person; and
15. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.





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**B. Specific Requirements**

**1. Venue**

The contractor shall provide the free use of the function room from 6:00 am – 10:00 pm (5:00 pm on the last day of the activity), with ample space to accommodate 80-100 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 or free for use:

- Public Address (PA) Sound System, including, but not limited to, four to four (4) microphones
- Whiteboard with marker and eraser
- Note pads and pens
- Rostrum
- Four (4) white Liquid Crystal Display (LCD) screen projectors
- Four (4) LCD projectors
- Cables for the connection of projectors and other pertinent electronic equipment

**2. Food**

Meals good for 80-100 pax:

- Day 0: PM Snacks, and Assisted Buffet Dinner (for 10 pax, *advance party*)
- Day 1: Assisted Buffet Breakfast, AM snacks, Assisted Buffet Lunch, PM snacks, and Assisted Buffet Dinner
- Day 2: Assisted Buffet Breakfast, AM snacks, Assisted Buffet Lunch, PM snacks, and Assisted Buffet Dinner
- Day 3: Assisted Breakfast, AM snacks, Assisted Buffet Lunch (for the Batch 1 and 2), PM snacks, and Assisted Buffet Dinner
- Day 4: Assisted Breakfast, AM snacks, Assisted Buffet Lunch, PM snacks, and Assisted Buffet Dinner
- Day 5: Assisted Breakfast, AM snacks, Assisted Buffet Lunch (for the Batch 1 and 2), and PM snacks

Assisted Buffet Lunch/Dinner: Rice, Soup, 3 main courses, 1 vegetable, dessert, bottomless drink

During and after the conference/ training proper:

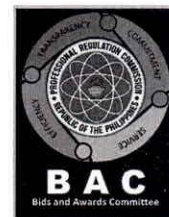
- Free flowing coffee, tea, juice, and soda during the activity with at least three (3) catering staff and hot and cold water dispenser
- The menu for each of the mealtime schedule would be subject to the approval of the Commission



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**3. Payment scheme**

The payment for the services rendered shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA) and shall be 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.

**4. Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be subjected to the RATING FACTORS FOR LEASE OF VENUE under Appendix B of the IRR, subject to the passing rate of Seventy-Five (75%). Post Qualification shall be conducted by the PRC-CO BAC Members and Secretariat and the end-users.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE  
FOR THE NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING  
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CONTEXT OF THE LICENSURE EXAMINATIONS (LEs) FOR THE  
PROFESSIONAL REGULATORY BOARDS (PRBs)**

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: \_\_\_\_\_

NAME OF THE COMPANY: \_\_\_\_\_

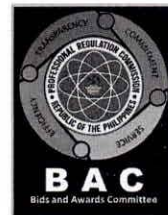




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**ANNEX "B"**

**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 quotation/s for the item/s as follows:

**NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING  
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BOARDS (PRBs)**

**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: