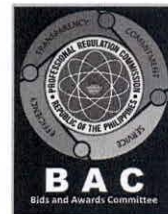




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee

Central Office

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



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REQUEST FOR QUOTATION
Negotiated Procurement – Lease of Real Property and Venue
RFQ No. 2025-49

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) FOR THE CONDUCT OF THE FY 2025 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE - RFQ No. 2025-49** 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)
FOR THE CONDUCT OF THE FY 2025 MID-YEAR PERFORMANCE
ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE
RFQ No. 2025-49

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 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, 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:

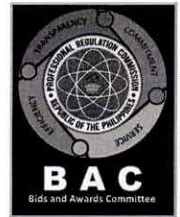
1. Valid Mayor's/Business Permit;

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



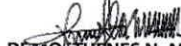
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Permit may submit substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.

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.

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 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:	NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2025 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE
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 ONE MILLION SIX HUNDRED PESOS (Php1,600,00.00) inclusive of all applicable bank and government charges.



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**NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING FOOD)
FOR THE CONDUCT OF THE FY 2025 MID-YEAR PERFORMANCE
ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE**

SCOPE OF SERVICE

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

A. General Requirements

1. *Event date:* 07 to 08 August 2025 (live-out arrangement)

Time: 8:00 AM – 9:00 PM (230 participants) – Day 1
8:00 AM – 5:00 PM (230 participants) – Day 2

2. *Guaranteed number of participants:* 230 pax
3. Location should be in close proximity to or near the PRC Central Offices in Metro Manila.
4. Three (3) 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 (8:00 AM - 5:00 PM)
6. LED wall for two (2) days (8:00 AM - 5:00 PM)
7. Round table or classroom set-up.
8. Complimentary corporate materials/kits good for 230 pax.
9. Complimentary use of the registration table in a designated registration area that must be spacious enough to accommodate the influx of participants.
10. Complimentary and unlimited use of internet access in the function room and in all Wi-Fi hot spots.
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 the Philippine Flag.
14. Complimentary use of a Flag Pole for the PRC Flag.
15. Complimentary use of room/s for the advance party for two (2) days (good for 4pax).
16. Waived electricity charges for laptop, 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; and
18. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

B. Specific Requirements

1. Venue



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The contractor shall provide the free use of the function room during the duration of the planning activity, with ample space to accommodate the 230 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 six (4-6) microphones
- Whiteboard with marker and eraser
- Corporate Kits for 230 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

2. Food

The service provider shall provide the following meal requirements for a minimum of 230 pax:

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

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.



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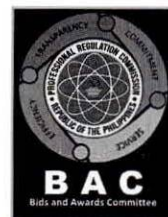
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BAGONG PILIPINAS



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**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE
FOR THE NEGOTIATED PROCUREMENT – LEASE OF VENUE (INCLUDING
FOOD) FOR THE CONDUCT OF THE FY 2025 MID-YEAR PERFORMANCE
ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE**

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
FOOD) FOR THE CONDUCT OF THE FY 2025 MID-YEAR
PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING
CONFERENCE**

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: