



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037, e-mail: prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairman

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
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ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO B. DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

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MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (Negotiated Procurement)

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Section 53.10 - Lease of Real Property and Venue of the 2016 Revised IRR of R.A. No. 9184 for the project: **Lease of Venue (Including Food) for the Conduct of the 2017 Year-End Performance Assessment and 2018 Commission Planning Conference - Rebid.**

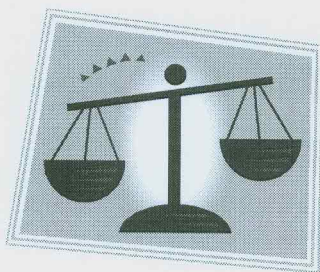
We are furnishing you herewith a copy of the Request for Quotation with Annexes "A-B", for your reference.

For inquiries you may email at prcbac2013@gmail.com or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

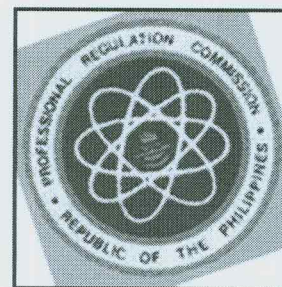
Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman

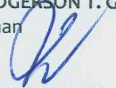



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REQUEST FOR QUOTATION (Negotiated Procurement)

The **PROFESSIONAL REGULATION COMMISSION (PRC)**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: Lease of Venue (Including Food) for the Conduct of the 2017 Year-End Performance Assessment (YEPA) and 2018 Commission Planning Conference (CPC) on January 30-31, 2018 in accordance with Section 53.10 - Lease of Real Property and Venue of The 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

Name of Project: Lease of Venue (Including Food) for the Conduct of the 2017 Year-End Performance Assessment and 2018 Commission Planning Conference - Rebid
RFQ - NP No. 2018-01

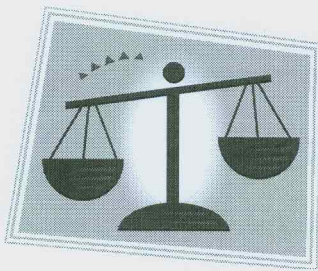
Approved Budget for the Contract: Five Hundred Sixty-One Thousand Pesos (P561,000.00) (inclusive of all taxes)

Specification: See attached Annexes "A & B" for the Terms of Reference and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their sealed or open quotation/proposal manually, through facsimile or via email in the **provided form (Annex "B")**, duly signed by the owner or his duly authorized representative **on or before Ten o'clock in the morning of January 8, 2018** at the QMS Section/BAC Office, 3rd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be evaluated at the Conference Room, 2nd Floor PRC Main Building, in the presence of the representative who may choose to attend.

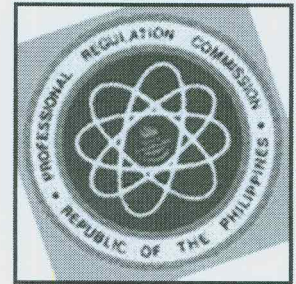
❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in 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.



Bids and Awards Committee

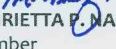
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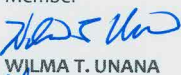




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6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.

Copies of the following eligibility requirements (or its equivalent/or if applicable) are also required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit or proof of payment thereof
2. Valid PhilGEPS Registration Number
3. Latest Income / Business Tax Return
(Except for gov't. agencies as lessors)

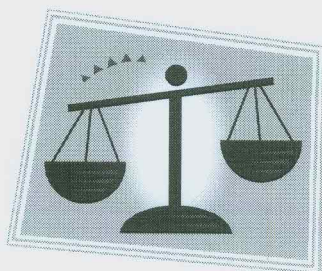
*For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI registration and Mayor's Permit)

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 contact the BAC Secretariat at Facsimile No. 310-0037 or through e-mail at prcbac2013@gmail.com.

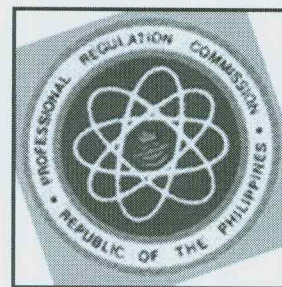
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BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

Lease of Venue (Including Food) for the 2017 Conduct of Year-End Performance Assessment and 2018 Commission Planning Conference

Rationale

The Year-End Performance Assessment and 2018 Commission Planning Conference is scheduled on **January 30-31, 2018** and will be conducted outside of PRC Central Office. To maximize attainment of the objectives of the event, an external service provider will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

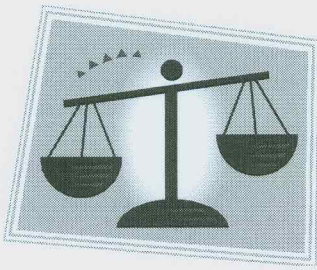
The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of Five Hundred Sixty-One Thousand Pesos (Php561,000.00), inclusive of all applicable bank and government charges.

II. Scope of Service

The service provider should be able to provide the activity venue, food, and other basic amenities with the following specifications:

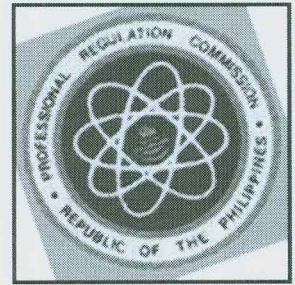
General Requirements

- Event Date: January 30-31, 2018 (**LIVE-OUT ARRANGEMENT**)
Check In: 8:00 AM Check Out: 5:00 PM
- Guaranteed number of persons: **170 pax**
- Location should be nearby PRC or within the area of Manila, Quezon City and Pasay City
- Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants
- Round table or classroom set-up
- Complimentary and unlimited use of internet access in function room and in all wifi hot spots
- At least ten (10) free parking spaces for the participants
- Complimentary welcome banner
- Complimentary use of Philippine Flag
- Waived electricity charges for one (1) laptop and one (1) projector brought by the Commission
- Food and complimentary function room and other facilities/amenities. In case of additional participants, it shall be at the same price or less than the regular participants; and
- 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 the free use of function room during the duration of the conference, big enough to accommodate the 170 pax and for easy movement of foot traffic, well-lighted and ventilated, and senior citizen friendly. Likewise the following items shall also be complimentary/free use:

- PA sound system with at least two (2) microphones
- whiteboard with marker and eraser
- pads, pens, mints
- rostrum
- One (1) screen projector

B. Food

The service provider shall provide the following meal requirements for a minimum of 170 pax:

- Day 1: Buffet (Heavy) Breakfast, Buffet Lunch, and PM Snacks
- Day 2: Buffet (Heavy) Breakfast, Buffet Lunch, and PM Snacks
- Free flowing coffee/tea/water during conference
- Menus are subject to the approval of the Commission.

C. Payment Scheme

The payment for the services rendered shall be made within 7 - 15 days upon issuance of the Statement of Account (SOA) 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.

III. 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. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF VENUE (INCLUDING FOOD) FOR THE 2017 CONDUCT OF YEAR-END PERFORMANCE ASSESSMENT AND 2018 COMMISSION PLANNING CONFERENCE

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 item/s as follows:

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 VAT.

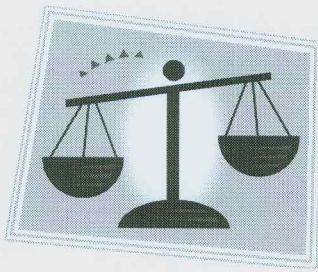
Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

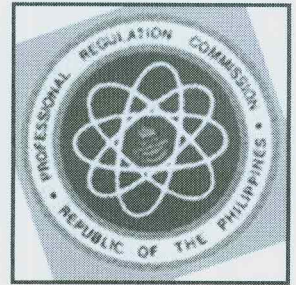
Address: _____

Contact No: _____




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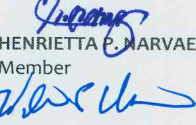
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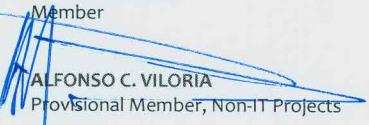

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