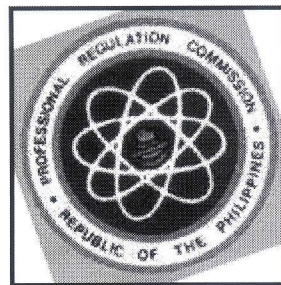


## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
Skypark, Limketkai Center, Cagayan de Oro City  
Tel. No.: (08822) 712772



### REQUEST FOR QUOTATION

#### LEASE OF OFFICE SPACE FOR THE PRC - CAGAYAN DE ORO REGIONAL OFFICE

(THROUGH NEGOTIATED PROCUREMENT WITH PRIVATELY-OWNED  
REAL ESTATE PURSUANT TO SECTION 53.10 OF THE IMPLEMENTING  
RULES AND REGULATIONS OF R.A. 9184 AND GPPB RESOLUTION NO.  
08-2009)

The Professional Regulation Commission (PRC), through its Bids and Awards Committee (BAC), invites interested parties to submit quotation for the Lease of Office Space of PRC CAGAYAN DE ORO REGIONAL OFFICE through Negotiated Procurement / Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with Approved Budget for the Contract of **P109,675.50 per month (VAT exclusive)**.

The office space shall be delivered by the owner of the building pursuant to the needs by the PRC Cagayan de Oro Regional Office based on the aforementioned budget.

#### ◇ 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 twenty (20) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall be exclusive of 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. The Bidder should deliver the building and its improvement works, two (2) months after the Notice of Award.
7. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.

#### ◇ SPECIFICATIONS

##### I. Location and Site Construction

- The property is accessible by public transport.
- The property has relatively flat topography.
- The property has adequate and properly installed drainage system.
- The property has parking slots for use of PRC-CAGAYAN DE ORO, its employees and clients.
- The property's classification is for mix-use (office, commercial, institutional).

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Secretary

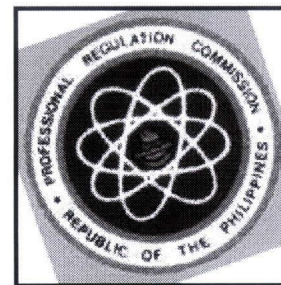
MARICHOR N. EMPEDRAD  
Member

JENNIE VEE T. MEDADO  
Member



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### II. Neighborhood and Data

- The property has an available office space of at least **FOUR HUNDRED THIRTY SQUARE METERS (430sq.m)** for lease.
- Approved budget for the contract for the lease of office space is **Php109,675.50 per month (VAT exclusive)**. Monthly rental includes common area maintenance and operating costs.
- The property is located in a sanitary and healthy environment.
- The property is not located in an area where there could be adverse influence to its usage.
- The property's highest and best use is for an office-commercial building.
- Presence of Police Community Precinct (PCP) and fire station within the area and reasonable distance from commercial food establishments / eateries / cafeterias / restaurants.
- The property is located within reasonable distance from financial institutions, government centers and commercial areas.

### III. Real Estate

- The building is structurally safe (with Certificate of Occupancy issued from the Office of the Building Official).
- The building's leasable spaces are with proper lighting and ventilation.
- The building is properly maintained.
- The building's overall façade and architectural design is appropriate for an office building.

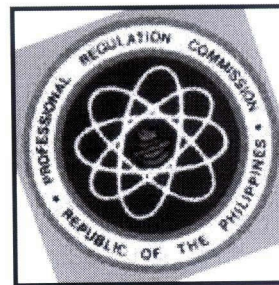
### IV. Building Specifications

- The property has an available office space of at least **FOUR HUNDRED THIRTY SQUARE METERS (430 sq.m.)** for lease.
- Necessary improvements and installations to meet the minimum requirements of PRC Cagayan de Oro shall be undertaken by the lessor, the cost of which must already be integrated in the monthly rental fee. This included the civil, electrical, sanitary and mechanical works.
- The building has facilities for:
  - Water supply and pantry for employees
  - Power supply
  - Fire/Emergency exits
  - Fire-fighting equipment
  - Emergency lights
  - Confidential Printing Room (at least 50 sq. m.) with toilet and bathroom (use of PRC Personnel assigned during the conduct of exam accompanied by PNP Officials.)
- The building must be structurally sound from the date of completion.
- The building should be ready for the installation of telephone lines, internet connections and building security system (CCTV Cameras).
- The building should allot space for the provision of air conditioning system and generator set.
- The office interiors should be designed and completed in accordance with the requirements.



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### WORK AREA

#### Floor Tile

Granite Tile/Ceramic Floor Tile or other acceptable floor finish  
Size: preferably 0.60x0.60 or 0.40x0.40 or the equivalent

#### Dry Wall

1/4 thick plywood with 2x2 / 3x3 wooden studs

#### Wall Finish

Enamel paint of wooden part (acceptable color)  
Latex paint for masonry wall (acceptable color)

#### Door

Flush door (interior)  
Glass door with handle (entrance)

#### Door Jamb

2"x4" wooden jamb or steel

#### Ceiling

Plywood or gypsum board fixed ceiling

### TOILET

#### Floor and Wall Tile

Granite tile / Ceramic Tile

#### Door

Flush door with louver

#### Fixtures

Water closet, flush valve type

#### Lavatory

Under the counter lavatory

#### Ceiling

1/4 plywood or gypsum (acceptable color)

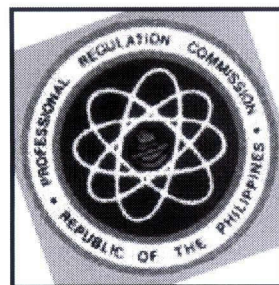
#### Counter Top

Granite slab / Tiles with splash board



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### V. Free Services and Facilities

- The building has provisions for janitorial and security services within vicinity.
- The building has provisions for air conditioning system.
- The building has provisions for repair and maintenance.
- The building has provisions for sufficient water & transformers for constant power supply.
- The building has secured parking spaces and should provide available parking slots for PRC Cagayan de Oro service vehicle, its employees and clients.

### VI. Term of Lease

- The basic term of contract shall be for a period of one (1) year, subject to renewal.

Interested suppliers who are legally, technically and financially capable may submit their quotation, duly signed by the owner or his/her duly authorized representative; and copies of the following eligibility requirements not later than 10:00 a.m. of March 13, 2018 at the Office of the BAC Secretariat, at PRC Cagayan de Oro Regional Office X, Skypark, Limketkai Center, Cagayan de Oro City:

1. Business Permit,
2. Tax Clearance Certificate,
3. Annual Income Tax Return,
4. PhilGEPS Certificate of Registration,
5. Duly accomplished Price Quotation Sheet ("Annex A")

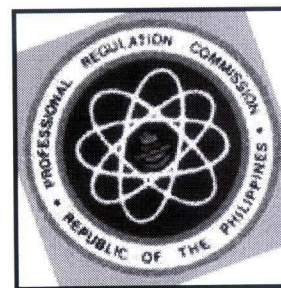
The Proposal shall indicate therein the total area proposed for lease as well as the corresponding unit price per square meter. The Bid price must be in words and figures as appearing in the form. Abbreviations shall not be accepted. The BAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid. In case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. Any erasure or alteration on the Bid Form must be signed by the bidder or his duly authorized representative.

Each bidder shall submit one (1) sealed envelope which shall contain the Price Quotation Sheet (Annex "A"). The sealed envelope shall contain the following information: (a) the address of the BAC; (b) the name of the project, (c) name of the bidder and (d) a note stating not to open the sealed envelope before the date and time of Bid Opening.



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Annex A

### PRICE QUOTATION SHEET

#### LEASE OF OFFICE SPACE FOR THE PRC – CAGAYAN DE ORO REGIONAL OFFICE

Having read, examined and accepted the Specifications, Terms and Conditions, I/We submit my/our quotation/s for the item/s as follows:

#### I. FOR THE BASIC RENT EXCLUSIVE OF VAT

a. Total Area proposed for lease : \_\_\_\_\_ square meters (excluding common areas)

- i. \_\_\_\_\_ floor \_\_\_\_\_ square meters  
ii. \_\_\_\_\_ floor \_\_\_\_\_ square meters  
iii. \_\_\_\_\_ floor \_\_\_\_\_ square meters

b. Cost per Square Meter per Month:

IN FIGURES: P \_\_\_\_\_  
IN WORDS: \_\_\_\_\_

c. Total Cost of Total Area\*

IN FIGURES: P \_\_\_\_\_  
IN WORDS: \_\_\_\_\_

\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT (ABC) FOR THE BASIC RENT OF Php1,316,106.00 (EXCLUSIVE OF VAT).

\_\_\_\_\_  
Bidder's Authorized Signature over Printed Name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_


Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_

  
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