



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph




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JOSE Y. CUETO, JR.
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MARIA LIZA M. HERNANDEZ
Vice-Chairperson


GISELLE G. DURANA
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HENRIETTA P. NARVAEZ
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Provisional Member, IT Projects


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Provisional Member, Non-IT Projects

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Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION

RFQ No. 2022 - 52

Negotiated Procurement – Lease of Real Property and Venue

Date:

Contact Person:

Name of 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 Implementing Rules and Regulations of Republic Act No. 9184 for the project: **LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY2022 MID-YEAR PERFORMANCE ASSESSMENT AND RE-PLANNING CONFERENCE.**

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. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,


JOSE Y. CUETO, JR.
Commissioner
BAC Chairman



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REQUEST FOR QUOTATION Negotiated Procurement – Lease of Real Property and Venue

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 FY2022 MID-YEAR PERFORMANCE ASSESSMENT AND RE-PLANNING CONFERENCE** accordance with Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

Name of Project :	LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY2022 MID-YEAR PERFORMANCE ASSESSMENT AND RE-PLANNING CONFERENCE
Approved Budget for the Contract :	One Million Eight Hundred Sixty Thousand Pesos (Php1,860,000.00)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex “A” for the Terms of Reference and Schedule of Delivery, and Annex “B” for Financial Bid.

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex “B”**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at bac@prc.gov.ph, duly signed by the owner or his duly authorized representative using the “PRC Official Forms” provided herein **on or before 9:00 in the morning of July 11, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **July 11, 2022, at 1:30 in the afternoon. 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.**

❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex “A” & “B”)**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



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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 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

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 Registration Number
3. 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.)
4. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).*

- For Individual *(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 contact the BAC Secretariat at facsimile No. (02) 5-310-0037.

Very truly yours,

JOSE Y. CUETO, JR.
Commissioner
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ANNEX "A"

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TERMS OF REFERENCE (TOR)

LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE

Rationale

The FY 2022 MYPA and Re-Planning Conference is scheduled on **20 to 22 July 2022** and will be conducted outside of PRC Central Office. To house the three-day activity, 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 TOR, which shall not exceed the Approved Budget for Contract (ABC) in the amount of One Million Eight Hundred Sixty Thousand Pesos (Php1,860,000.00), inclusive of all applicable bank and government charges.

II. Scope of Service

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

General Requirements

- Event Date: **July 20-22, 2022 (LIVE-OUT ARRANGEMENT)**
Time Frame: 8:00 A.M. - 5:00 P.M. (200 participants) - Day 1
8:00 A.M. - 10:00 P.M. (200 participants) - Day 2
8:00 A.M. - 2:00 P.M. (200 participants) - Day 3
- Guaranteed number of participants: **200 pax**
- Location should be in close proximity with or nearby PRC Central Office, specifically in Metro Manila.
- Three (3) rooms of twin occupancy with two (2) beds or one (1) king size bed, good for one to two (1-2) pax per room for three (3) days.
- Round Table or Classroom set-up.
- Complimentary use of registration table and the registration area 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 (10%) of the total number of participants with free parking spaces.
- Complimentary welcome banner and backdrop.
- Complimentary use of Philippine Flag.
- Complimentary use of Flag Pole for PRC Flag.



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12. Complimentary use of room/s, good for four (4) pax for three (3) days, for the advance party.
13. Waived electricity charges for laptop, projector, printer and other equipment 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.

Specific Requirements

A. Venue

The contractor shall provide the free use of function room during the duration of the conference, big enough to accommodate the 200 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/free use:

- PA sound system with six (6) microphones
- Teleprompter Board for three (3) days (8:00am-5:00pm)
- Whiteboard with marker and eraser
- Note pads and pens
- Rostrum
- Three (3) white screen projectors
- Three (3) projectors
- Cables for the connection of projectors

B. Food

The service provider shall provide the following meal requirements for a minimum of 200 pax:

- Day 1: Buffet Breakfast, Buffet Lunch, and PM Snacks
- Day 2: Buffet Breakfast, Buffet Lunch, PM Snacks, and Dinner
- Day 3: Buffet Breakfast, Buffet Lunch, and PM Snacks
- Free flowing coffee/tea/water during conference
- Free candies/mints
- Menus are subject to the approval of the Commission.

The service provider shall provide dinner good for 200 pax during the Day 2 meeting scheduled at 6:00pm-10:00pm to be included in the package.



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C. Payment Scheme

The payment for the services rendered shall be made within 15 - 30 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 Table of Rating Factors for Lease of Venue under Annex "H", Appendix B of the 2016 Revised IRR 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 LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY2022 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF 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:

LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF FY2022 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: