

Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Facsimile: 310-0037 / email:prcbac2013@gmail.com



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairman

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

ALFONSO C. VILORIA
Provisional Member, Non-IT Projects

GREGORIO B. DELLORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (RFQ No. 2018-011)

Negotiated Procurement – Lease of Real Property and Venue

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact Details:

Dear Sir/Madam:

The Bids and Awards Committee (BAC) of the Professional Regulation Commission (PRC) is inviting you to participate in the Negotiated Procurement under Small Value Procurement, pursuant to Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 for the project: **Lease of Venue (including food, activity venues, and accommodations) for the 2018 Professional Regulation Commission Family Day.**

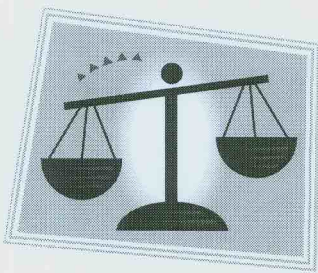
We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for you reference.

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

Thank you.

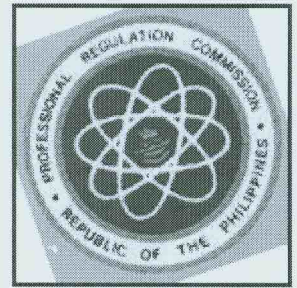
Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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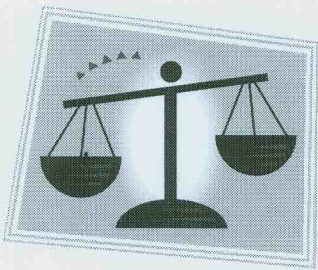
The PROFESSIONAL REGULATION COMMISSION (PRC), with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: Lease of Venue (including food, activity venues, and accommodations) for the 2018 PRC Family Day, in accordance with Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised IRR of RA No. 9184.

Name of Project :	Lease of Venue (including food, activity venues, and accommodations) for the 2018 Professional Regulation Commission Family Day (RFQ No. 2018-011)
Approved Budget for the Contract:	Three Hundred Forty Nine Thousand Two Pesos (Php349,200.00) <i>inclusive of all bank and government charges.</i>
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 accomplished open quotation/proposal manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 10:00 o'clock in the morning of May 16, 2018** at the BAC/QMS Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the envelope containing the quotation or via email at prcbac2013@gmail.com will be evaluated at the Conference Room, 2nd Floor PRC Main Building, in the presence of the representative who may choose to attend.

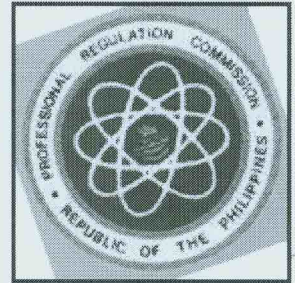
❖ TERMS AND CONDITIONS

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



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7. Payment shall be made within 15-30 days upon receipt of the Billing Statement, on a bank-to-bank basis.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

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

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

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

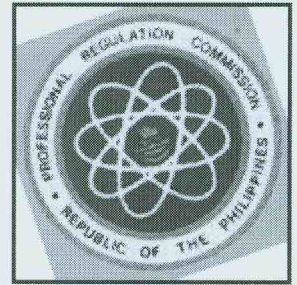
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BAC Chairman



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ANNEX "A"


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TERMS OF REFERENCE (TOR)

Lease of Venue (including food, activity venues, and accommodations) for the 2018 PRC Family Day

Rationale

The 2018 PRC Family Day is scheduled on **June 23, 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 service provider shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget for the Contract in the amount of Three Hundred Forty Nine Thousand Two Hundred Pesos (Php349,200.00), inclusive of all applicable bank and government charges.

II. **Scope of Service**

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

➤ **General Requirements**

1. Event date: **June 23, 2018 (Saturday)**;
2. Price Quotations for one whole day;
3. Guaranteed number of persons: 194 pax;
4. Location should be nearby provinces, approximately two to three (2-3) hours away by land from Metro Manila, such as Bataan;
5. Accommodations, meals (AM/PM snacks and lunch only), and use of facilities and other amenities. In case of additional participants, it shall be at the same price or less than the regular participants;
6. Beach front area for outdoor activities enough to accommodate 194 pax;
7. In-house outdoor games and/or teambuilding activities;
8. **Complementary room/s for one (1) night good for 12 pax;**
9. At least Five (5) free parking space for the participants;
10. Complementary welcome banner;
11. Waived electricity charges for laptop and projector brought by the Commission; and
12. Rates/Quotations should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

➤ **Specific Requirements**

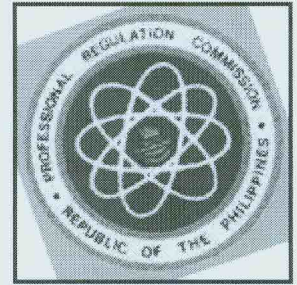
A. **Venue**

The service provider shall provide venue for various activities during the duration of the event. **However, in case of bad weather conditions, outdoor activities shall be conducted in a covered area/room.** Below are the minimum requirements:




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- ✓ Spacious outdoor area than can accommodate minimum of 194 people;
- ✓ With provision for audio/PA system, including microphones;
- ✓ Banquet area for AM/PM Snacks and Lunch;
- ✓ Separate table set-up for Secretariat and Registration;
- ✓ In-house outdoor games and/or activities with facilitator;
- ✓ Complementary use of outdoor/sport facilities and equipment for the program activities;
- ✓ Use of swimming pool/s;
- ✓ Comfort Rooms – for men and ladies (separately); and
- ✓ Other activities that the provider may offer

B. Meals

The service provider shall provide the following meal requirements for a minimum of 194 pax:

- ✓ The catering services shall be guided or managed buffet;
- ✓ AM Snacks, Buffet Lunch, and PM Snacks;
- ✓ Free clean drinking water during activity;
- ✓ Menus are subject to the approval of the Commission.

C. Accommodation (Rooms)

- ✓ Complementary room/s for one (1) night good for 12 pax for the advance party who shall arrive a day before the event.

III. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the rating factors for lease of venue under Annex "H" - Appendix B of the 2016 Revised IRR of Republic Act No. 9184, subject to the passing rate of **Seventy-Five (75%)**. Post-Qualification shall be conducted by the PRC BAC Members and Secretariat, and Members of the PRC Family Day Committee.

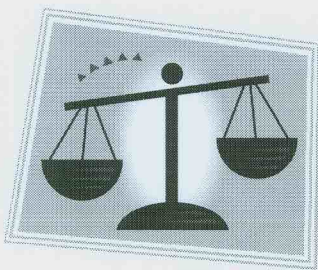
IV. Payment Scheme

The payment of the services rendered shall be made within 15-30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.

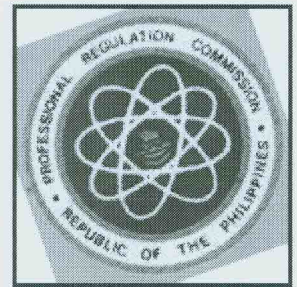
ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF VENUE (INCLUDING FOOD, ACTIVITY VENUES AND ACCOMMODATIONS) FOR THE 2018 PRC FAMILY DAY

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



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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 VAT and bank charges)

In Figures: _____

In Words: _____

**THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND BANK CHARGES.*

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____