



# 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](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

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Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

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Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
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**TEODORO V. MENDOZA II**  
Member

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**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

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Secretary

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Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION RFQ No. 2022 - 89

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

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 in accordance with 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 FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECT'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph) using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than 13 October 2022 at 9:00 AM**. Evaluation of quotation/proposal will be on **13 October 2022, at 10:30 AM** 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/ 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. Valid PhilGEPS Registration Number
3. Latest Income/Business Tax Return  
*(for ABCs above P500,000.00)*
4. Omnibus Sworn Statement (Revised)  
*(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.)*



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5. Duly notarized Secretary's Certificate (for partnership, corporation, cooperative, or joint venture) / Special Power of Attorney 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.

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](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**ERWIN M. ENAD**  
Commissioner  
BAC Chairman



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## ANNEX "A"

### REGULAR MEMBERS:

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### ❖ TERMS AND CONDITIONS:

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

### ❖ TERMS OF REFERENCE

<b>Name of Project :</b>	<b>LEASE OF VENUE FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECT'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022</b>
<b>Approved Budget for the Contract :</b>	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 <b>Six Million Eighty-Eight Thousand Four Hundred Eighty-Nine Pesos and Sixty-Two Centavos (Php6,088,489.62)</b> inclusive of all applicable bank and government charges.
<b>Specification :</b>	<b>See attached Terms of Reference and Price Quotation Sheet/Financial Bid Form.</b>



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## TERMS OF REFERENCE (TOR)

### PROVISION OF LEASE OF VENUE (INCLUDING FOOD, ACCOMMODATION, OTHER GENERAL SERVICES (CULTURAL PRESENTATION), PRESCRIBED EQUIPMENT, ADVERTISING EXPENSES (PHOTO AND VIDEO COVERAGE, AVP PRODUCTION), MEETING KIT SUPPLIES, TRANSPORTATION AND OTHER BASIC AMENITIES) FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECTURE'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND (ICF) 2022

#### Rationale

“Pan-Asian Challenges of the Practice of Landscape Architecture Professional (and establishment of Mutual Recognition of Qualifications of L.E.A.P. 3: Academic Alignment and Program Recognition” is scheduled on **3-5 November 2022** and will be conducted outside the PRC Central Office. To attain the objectives of the event, an external service provider shall 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) of Six Million Eighty-Eight Thousand Four Hundred Eighty-Nine Pesos and Sixty-Two Centavos (Php6,088,489.62), inclusive of all applicable bank and government charges.

#### II. SCOPE OF SERVICE

The service provider shall be able to provide the venue, including food for the 3-day conference, accommodations, prescribed equipment, and other basic amenities with the following specifications:

#### GENERAL REQUIREMENTS

1. Conference Dates: **3-5 November 2022**
2. Guaranteed number of persons: 150 pax;
3. Four- or five-star hotel located or near the National Capital Region of the Philippines;
4. Four (4) days and three (3) nights of accommodation
  - a. Check-in on 2 November 2022
  - b. Check-out on 5 November 2022
  - c. Hotel accommodations in a mix of luxury rooms, single occupancy, and double occupancy rooms;
5. One (1) grand plaza ballroom that can accommodate 150 participants for a two (2) day conference with inclusions of meals (morning snacks, lunch buffet & afternoon snacks);



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6. Meals for the Fellowship night with cultural presentation: 2 November 2022 (6:00 PM - 10:00 PM);
7. Complimentary use of registration table and registration area.
  - a. This area must be spacious enough to accommodate the influx of participants;
8. Auxiliary rooms that can accommodate at least fifteen (15) people during the duration of the conference for the following:
  - a. Command/media room for virtual and technical requirements and/or Secretariat room for monitoring;
  - b. Complimentary use of **Holding Room/Secretariat Room** during the activity that can accommodate at least 20 pax with free meals, snacks and beverages for arrival of guests prior to check-in; or VIP's
9. Complimentary use of unlimited stable internet connectivity in the ballroom, holding room for VIPs, command room and/or secretariat room;
10. LED wall and a heavy-duty LCD projector with white widescreen
11. Sound system with at least five (5) wireless microphones;
12. Complimentary digital welcome banner and backdrop;
13. Complimentary use of flags and flag poles;
14. At least ten percent (10%) of the total number of participants will have complimentary parking spaces for the event;
15. Waived electricity charges for laptops and projectors brought by the participants;
16. In case of additional participants, the price of accommodation shall be the same or less than the regular price per person;
17. Price quotation should be denominated in Philippine currency and inclusive of Value added tax (VAT) and all other applicable taxes and charges;
18. Transportation and transfers for participants;
19. Corporate Photo + Video Coverage
20. Corporate Livestream Coverage
21. Rooms for Accommodation for the Dry Run Rehearsal prior to the event
22. PhilGEPS Registered.

## SPECIFIC REQUIREMENTS

### A. VENUE

Below are the specific requirements:

#### First Day

- Arrival of delegates
- Facilitation of check-in of foreign delegates
- Dry Run
- Welcome Dinner (6:00 P.M. – 10:00 P.M.)
- **Ballroom Type function room** that can accommodate **150** participants for the Welcome Dinner (6:00 P.M. – 10:00 P.M.)



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## Second Day (9 A.M. to 4:30 P.M.)

- Grand Plaza Ballroom that can accommodate 150 participants in the morning (8:00 A.M. – 4:30 P.M.), provision of LED Backdrop and LCD Projector and White screen (heavy duty);
- Ballroom Type function room that can accommodate 150 participants for the Welcome Dinner (6:00 P.M. – 10:00 P.M.)
- Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least 15 pax;
- Complimentary One (1) Command room for virtual and technical requirements;
- Complimentary digital welcome banner and backdrop;
- Complimentary use of flag poles;
- Complimentary and unlimited use of stable internet connectivity in the ballroom, holding room for VIPs, command room, and secretariat room;

## Second Day (Dinner at 6 P.M. 10 P.M.)

- Meals for Fellowship dinner;

## Third Day (9 A.M to 4:30 P.M.)

- Grand Plaza Ballroom that can accommodate 150 participants in the morning (8:00 A.M. – 4:30 P.M.), provision of LED Backdrop and LCD Projector and White screen (heavy duty);
- Complimentary One (1) Command room for virtual and technical requirements;
- Ballroom Type function room that can accommodate 150 participants for the Welcome Dinner (6:00 P.M. – 10:00 P.M.)
- Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least 15 pax;
- Complimentary One (1) Command room for virtual and technical requirements;
- Complimentary digital welcome banner and backdrop;
- Complimentary use of flag poles;
- Complimentary and unlimited use of stable internet connectivity in the ballroom, holding room for VIPs, command room and secretariat room;

## Third Day (Dinner at 6 P.M. 10 P.M.)

- Meals for the Fellowship night;

## Fourth Day (8 A.M.)

- Technical tour
- **Late Check-out of Delegates at 3:30 PM**
- Transportation from airport to hotel venue and technical tour



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## B. FOOD

The service provider shall provide the following meal requirements for 150 pax:

2 November  
DAY 1: Arrival and Preparation for Dry-Run  
Lunch for 25 pax  
P.M. Snacks for 25 pax

Welcome Dinner for 150 pax

3 November  
DAY 2: Conference Proper  
A.M. Snacks for 150 pax  
Lunch for 150 pax  
P.M. Snacks for 150 pax  
Fellowship Diner

4 November  
DAY 3: Conference Proper  
A.M. Snacks  
Buffet Lunch  
P.M. Snacks  
Fellowship Dinner

5 November  
DAY 4: Technical Tour  
Packed A.M. Snacks  
Packed Lunch

During the entire conduct of the event, the following shall be provided:

- Free distilled drinking water and free-flowing of coffee during the activities;
- Menus for lunch and dinner shall include dishes for vegetables, fish, chicken, pork and/or beef, and are subject to the approval of the end-users.

## C. Accommodation (Rooms) for Foreign and Local Delegates

- **(87)** rooms for Foreign Delegates and Local Delegates (Luxury Room, Single/Double Occupancy) for three (3) nights, check-in on 2 November 2022;
- With free breakfast;
- Provision of Airport Transfer;
- Complimentary use of unlimited stable internet access; and
- Free access to hotel amenities.

## D. Accommodation (Rooms) for Secretariat (PRC and PRBS, and PALA) including Dry Run Rehearsal

- **(6)** rooms for the advance party PRC secretariat (Luxury Room, Single/Double Occupancy) for five (5) nights, check-in on 1 November 2022 and late check-out on 6 November 2022;



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- (7) rooms for PRBs and PALA officers (Luxury Room, Single/Double Occupancy) for three (3) nights, check-in on 2 November 2022 and check-out on 5 November 2022;
- With free breakfast, lunch and dinner;
- Complimentary use of unlimited stable internet access; and
- Free access to hotel amenities.

## E. Corporate Photo + Video Coverage (Day 1 to Day 3)

- Unlimited shots from Day 1 to Day 3
- Final output files stored in USB flash drive
- Edited photos (Photos on high-resolution copy-jpeg)
- Audio Visual Presentation slideshow
- Onsite Photo slideshow (same day edit photos from Day 1 to Day3)
- Onsite Video (same day edit video from Day 1 to Day 3)

## F. Corporate Livestream Coverage (Day 1 to Day 3)

- 2 camera video operators
- Transmitter platforms: Facebook and Youtube
- Zoom Premium Account
- Recorded Video Documentation of the Livestream Coverage in USB flash drive

## G. Meeting Kits and Office Supplies

- Customized bag, pads, pens, ids, id laces and jackets for 150 pax
- Short and Long White Bond Papers
- Boxes of Ballpen and Pencil

## H. Printing of brochures, information materials and Tarpaulin

- Printing of programme for 150 pax
- Photo wall Tarpaulin

## I. Flags and Flagpoles

- Big flags of selected 14 Countries with flagpoles

## J. Tokens for the Speakers and Guests

- 3 Tokens for Foreign and Local Speakers (Face-to-Face)
- 1 Tokens for Foreign and Local Speakers (online)
- 8 Tokens for VIP Guests (Chairperson, Commissioners, Board Members)

## K. Cultural Presentation

- A Cultural Presentation Program that show cases 3 Folksongs and 3 Philippine Folkdance and live band during the welcome dinner and fellowship dinner

## L. Communication Allowance

- 15 Call, Text and Net Cards worth (Php500 each)





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## M. Transportation

- Airport Transfers: Whole day available transport from the airport to hotel before and after the event
- Transportation from PICC to Hotel for Secretariat and Equipment

## N. Technical Tour

- Transportation to Tourism Sites for 150 pax (Intramuros and Rizal Park)
- Packed meals for 150 pax - AM snacks and Lunch

## O. Frames with Parchment Papers

- Parchment Papers for the printing of certificates of appreciation for VIP Guest Speakers, Foreign and Local Speakers for 10 pax
- Frames for the printed certificates for 10 pax

## P. 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.

## ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR LEASE OF VENUE FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECT'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022

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



# 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](mailto:bac@prc.gov.ph)



ANNEX "B"

## REGULAR MEMBERS:

**ERWIN M. ENAD**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

**MARIDEL G. BANASIG**  
Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

**KAREN M. MAGSALIN**  
Secretary

**MARGIERY D. DULIN**  
Member

**LIEZEL F. BURAGA**  
Member

**CHRISTOPHER A. MAYO**  
Member

**ELIEZER C. LEYCO**  
Member

**JOEL P. IGNACIO**  
Member

**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## 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 best offer quotation/s for the item/s as follows:

### LEASE OF VENUE FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECT'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022

Provision of lease of venue (including food, accommodation, other general services (cultural presentation), prescribed equipment, advertising expenses (photo and video coverage, AVP production), meeting kit supplies, transportation and other basic amenities) for the conduct of PRB of Landscape Architecture's International Conference under International Commitments Fund 2022

### 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: