



REGIONAL BIDS AND AWARDS COMMITTEE

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION

Pine Lake View Building, No. 09 Otek St. corner Benjamin R. Salvosa Drive, Rizal Monument, Baguio City
Email Address: prcbaguio.regionalbac@gmail.com / Telephone No. (074) 661-9105

CRESENTE B. LUMEREZ JR.
Chairman

Date: August 10, 2018

RFQ No.: 2018-04

VIRGINIA N. MARTIN
Vice-Chairperson

JUANITA L. DOMOGEN
Member

WAYNE B. CRISPIN
Member

CHARITO A. MARQUEZ
Member

SECRETARIAT:

NIÑO EMMANUELLE A. CELESTE
Secretary

JASON ROMMEL L. LOPEZ
Member

PHILIP B. PAY-OEN
Member

REQUEST FOR QUOTATION THREE-YEAR LEASE OF OFFICE SPACE FOR PRC-BAGUIO REGIONAL OFFICE

Dear Sir/Madam:

The Professional Regulation Commission, Baguio Regional Office, through its Bids and Awards Committee (RBAC), intends to **LEASE AN OFFICE SPACE FOR THE PRC BAGUIO REGIONAL OFFICE**, for a period of three (3) years, in accordance with the terms and conditions of the approved Multi-Year Obligational Authority (MYOA) and the provisions of Republic Act No. 9184 and the 2016 Revised Implementing Rules and Regulations. The Approved Budget for the Contract (ABC) is **SIXTEEN MILLION ONE HUNDRED SEVENTEEN THOUSAND NINE HUNDRED NINETY TWO PESOS (Php16,117,992.00)**, inclusive of CUSA, VAT and all applicable taxes, for a total office space requirement of at least **EIGHT HUNDRED SIXTY SIX (866 SQ. M.)**, subject to the following terms and conditions and specifications:

A. TERMS AND CONDITIONS

1. Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" and related issuances.
2. Price quotation/s, to be denominated in Philippine peso shall be inclusive of CUSA, VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.
3. The RBAC 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.
4. No escalation rate shall be demanded during the contract period.
5. In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
6. In case of tie, the Lowest Calculated Bidder (LCB) shall be determined through draw lots.
7. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
8. Award of Contract shall be made to the Single/Lowest Calculated and Responsive Bidder (SCRB/LCRB) with the lowest quotation that complies with the terms and conditions and technical specifications stated herein.
9. The Bidder should be able to deliver the building and its improvements/works within the periods specified herein, counted from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 9184 and the 2016 Revised Implementing Rules and Regulations in case of non-compliance herewith.



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10. This RFQ must be accomplished completely and accurately and duly signed by the Bidder's authorized representative.
11. The contents of this RFQ shall not be altered in any way. Any erasure or overwriting herein shall be valid only if they are properly signed by the bidder's authorized representative.
12. Bids that fail to comply with the minimum documentary requirements to be submitted during the Opening of Bids shall be automatically disqualified and shall not be included in all subsequent stages of the procurement process.
13. A moratorium period of one (1) month, free of rent will be given for transfer to a new building, and/or for installations of partitions and counters, improvements, and renovations of existing buildings.

B. TECHNICAL SPECIFICATIONS

After having carefully read, understood and accepted the Terms and Conditions, I hereby submit my quotation in accordance with the following Technical Specifications:

ITEM DESCRIPTION		STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
I. Location and Site Condition		
a.	Located within ten (10) km radius from Baguio City Hall	
b.	Accessible by public transport (jeepney/taxi)	
c.	Has adequate and properly installed drainage system and is not located in a land slide/flood prone area	
d.	The property's highest and best use is for an office building	
II. Neighborhood and Data		
a.	With proper waste management system	
b.	Not located in an area where there could be adverse influence to its usage	
c.	Away from establishments that are fire hazard and produce too much noise and foul odor	
d.	Secure from ambulant/sidewalk vendors within the premises and adjacent areas	
e.	No tenant and/or existing establishments in the building and within its vicinity whose nature of business involves, particularly but not limited to, review centers for any PRC licensure examination and/or sale of review materials, books, handouts, electronic devices, gadgets, and other supplies and services, which may come in conflict with PRC's mandate and damage its image	
f.	For buildings that are still to be constructed/with vacant space for lease, no unit/space shall be leased to any person/establishment whose nature of business involves any of the immediately preceding paragraph, without the written consent of PRC	
III. Space Requirement		
a.	Has a minimum leasable area of EIGHT HUNDRED SIXTY SIX (866 SQ. M.) , exclusive of common areas, in the same building and within a maximum of three (3) contiguous floors	
b.	Must have at least three (3) secured and permanent parking spaces for the exclusive use of PRC. At least two (2) shall be located within the immediate vicinity of the building.	
IV. Building, Equipment, Facilities and Specification		
a.	Leasable spaces located from 3 rd floor and above must have a working service elevator/escalator. When necessary, the building owner shall immediately undertake maintenance and repair of the elevator.	



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Member

b. The elevator/escalator shall be accessible/used by the PRC employees/staff/guests, including PRC clients who are PWDs, Senior Citizens, and pregnant women, without additional fees/charges.	
c. Building is made of reinforced concrete, structural steel or combination of both, which can carry a load equivalent to at least 500 clients in each of the designated public waiting areas in addition to office fixtures, and with Certificate of Occupancy issued from the Office of the Building Official	
d. With proper lighting and ventilation, which is comfortable even without air-conditioning (A/C) units	
e. The overall façade and the interior and exterior architectural designs are appropriate for a public office, with all facilities in excellent working condition	
f. Must have a common restroom each for the Office of the Director/OIC; Confidential Room; and PRB, and one separate restrooms for PRC male and female employees, and clients per floor. <i>Provided that, clients' restrooms must have provision for senior citizens, PWDs and pregnant women.</i>	
g. Has functioning Fire Detection and Alarm System (FDAS) and/or any appropriate fire suppression system in the leased premises as required by the Bureau of Fire Department	
h. Has built-in electrical lighting fixtures, devices, pipes, switches, sub-panels and convenience outlets for all equipment as may be specified by the lessee, which must all be in good working condition.	
i. Has free space and provision visible to the public for the installation of horizontal/vertical signage	
j. There must be no event/activity within the floor area/vicinity of the leased premises during office hours (including during the conduct of licensure examinations) that would disturb/impede the transactions of PRC	
k. The building has a telephone entrance facility / Main Telephone Terminal Cabinet (MTTC).	
l. Has facilities to ensure continuous water supply 24/7 in all floors. If through Baguio Water District (BWD), has separate billing. If has personal water source, has separate billing and within reasonable water bill (equivalent to BWD).	
m. The floor to ceiling clearance should be at least 2.2 meters	
n. The office interior shall be designed, constructed and completed preferably in accordance with the following specifications as may be mutually agreed by both parties during the Post-Qualification Stage: 1. Perimeter walls (interior and exterior) painted wooden walls 2. Flooring – porcelain tile or other acceptable floor finish 3. Doors a. Glass doors –with aluminum frame with complete accessories b. Panel door – standard sizes 40mm thick lauan panel on 2x4 inches solid wood door jamb with complete accessories or other acceptable material c. Flush door – solid wood on ¼ inch thick marine plywood with complete accessories or other acceptable material 4. Painting – acrylic and water-based paints application on interior and masonry walls, wood stain finish on doors, jambs 5. Ceiling - acoustic board ceiling on T-runner or other acceptable material 6. Frontline Counters (for LARD and Records Section) – with glass panels on counter tops or other similar/acceptable material	
V. Maintenance, Janitorial & Security Services	
a. Has regular garbage disposal system	



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b. Has janitorial services for the maintenance of common areas	
c. The building owner shall provide regular pest, termite and rodent control services at least once a year, or as may be necessary, and shall ensure that the building is free from stray animals.	
d. The building owner shall undertake painting and repainting of ceilings and walls, as may be necessary and when scheduled and requested by PRC.	
e. The building owner shall install tiles and undertake retiling, as may be necessary and when scheduled and requested by PRC.	
f. The building owner shall undertake the repair of water pipes and drainage to ensure that the building has no water pipe leaks, clogged drainage, as well as roof and wall leaks, as may be necessary.	
VI. Auxiliary System Requirements	
The ceilings must have sufficient ceiling/board breaks or manhole to install network cables, electrical and telephone wiring harnesses	
VII. Term of Lease	
The lease shall be for a period of three (3) years from date indicated in the contract in accordance with the provisions of R.A. 9184 and the 2016 Revised Implementing Rules and Regulations.	
The contract shall not be renewed. The procurement of lease of office space after the expiration of the contract period, and the extension of the existing contract shall be in accordance with the provisions of R.A. 9184 and the 2016 Revised Implementing Rules and Regulations.	
VIII. Rental	
a. Monthly rental must be within the Approved Budget of the Contract (ABC), inclusive of VAT, and all applicable taxes and fees, as well as the common use area operating costs and maintenance	
b. Payment of monthly rental shall commence upon the date of actual occupancy and after the expiration of the moratorium period	
IX. Repairs and Renovations for Existing buildings	
a. Partitions, improvements, and renovations for existing buildings shall be for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage. Provided the same must be completed within three (3) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	
Partitions, improvements, and renovations for existing buildings shall be scheduled during the weekend, holidays, or upon mutual agreement of the lessee and lessor.	
b. All major repairs during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage brought by natural or man-made calamities shall be undertaken by the lessor, for its account, EXCEPT if the damage is caused by the lessee.	
X. For Construction of New Building	
a. The new building shall be constructed, for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage.	
b. The new building shall be completed and ready for occupancy within six (6) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	



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C. DOCUMENTARY REQUIREMENTS

I. FOR BIDDERS WITH EXISTING BUILDINGS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<i>The following must be submitted during the Opening of Bids</i>	
1. PhilGEPS Certificate of Registration	
2. Valid Mayor's Permit/Business Permit (Official Receipt of Payment for renewal, if expired)	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary's Certificate in favor of the Bidder's duly authorized representative, if applicable.	
7. Price Quotation Sheet (Annex "A") of the RFQ	
<i>The following must be submitted during the Post-Qualification Stage</i>	
1. Certified True Copy of the Certificate of Title under the bidder's name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner's name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner, or any proof of ownership/assignment	
2. SEC/DTI/CDA Registration	
3. SSS, Philhealth, Pag-ibig Proof of Payment or Clearance	
4. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
5. Tax Clearance Certificate	
6. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
7. Certificate / valid proof of compliance with the Building Code of the Philippines and Sanitation.	

II. FOR BIDDERS WITH BUILDING FOR CONSTRUCTION/UNDER CONSTRUCTION

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
<i>The following must be submitted during the Opening of Bids</i>	
1. PhilGEPS Certificate of Registration	
2. Valid Mayor's Permit/Business Permit	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary's Certificate in favor of the Bidder's duly authorized representative, if applicable.	
7. Price Quotation Sheet (Annex "A") of the RFQ	



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<i>The following must be submitted during the Post-Qualification Stage</i>	
1. Certified True Copy of the Certificate of Title under the bidder's name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner's name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner or any proof of ownership/assignment.	
2. The following must be submitted within two (2) months from receipt of Notice to Proceed, which may be extended for valid cause upon written notice to and approval of the lessee:	
a. Building Permit, or if the permit is still on process, must submit: i. A copy of the Official Receipt of Payment; and ii. A copy of the Claim Stub	
b. Floor and Building Plan	
c. Electrical and Sanitary Plans	
3. The following must be submitted during the contract period:	
a. Occupancy Permit	
b. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
c. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
d. Tax Clearance Certificate	

Interested bidders who are legally, technically and financially capable shall refer to the following schedule of activities and instructions:

1. Deadline for submission of Quotation on **September 4, 2018**

a. The sealed envelopes shall be submitted to:

NIÑO EMMANUELLE A. CELESTE,
JASON ROMMEL L. LOPEZ, or
PHILIP B. PAY-OEN
BAC Secretariat
Professional Regulation Commission – Baguio Regional Office
PINE LAKE VIEW BUILDING
No. 09 Otek Street corner Benjamin R. Salvosa Drive, Rizal
Monument
2600 Baguio City

not later than **5:00 PM** (PRC Baguio bundy clock time). Late bids (submitted at 5:01 PM onwards) shall not be accepted.

b. Sealing and Marking of Bids

- Bidders shall enclose their original eligibility and technical documents including two duplicates in one sealed envelope marked "ORIGINAL – ELIGIBILITY and TECHNICAL COMPONENT", and the financial component [duly filled-up Price Quotation Sheet (Annex "A")] including two duplicates in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "OFFICIAL BID".



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LEASE OF OFFICE SPACE FOR PRC BAGUIO - (RFQ No.2018-04)

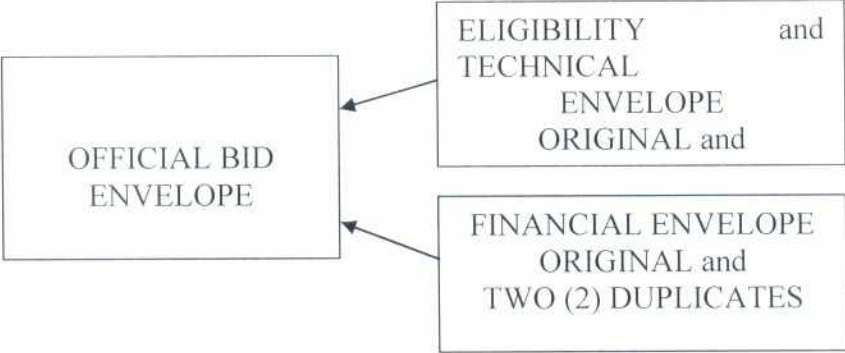
Name and Address of the Bidder
OFFICIAL BID
The Bids and Awards Committee
Professional Regulation Commission
Do not open before: **September 5, 2018 at 10:00 AM**

LEASE OF OFFICE SPACE FOR PRC BAGUIO - (RFQ No.2018-04)

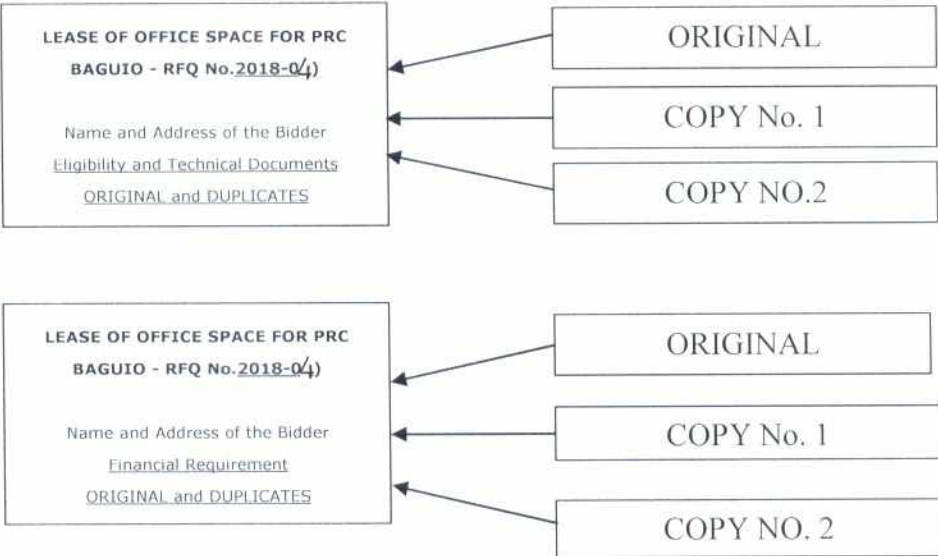
Name and Address of the Bidder
Eligibility and Technical Documents
ORIGINAL and DUPLICATES
The Bids and Awards Committee
Professional Regulation Commission

LEASE OF OFFICE SPACE FOR PRC BAGUIO - (RFQ No.2018-04)

Name and Address of the Bidder
Financial Requirement
ORIGINAL and DUPLICATES
The Bids and Awards Committee
Professional Regulation Commission



- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. ____ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ____", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.





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Member

- The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
 - All envelopes shall:
 - a. contain the name of the contract to be bid in capital letters;
 - b. bear the name and address of the Bidder in capital letters;
 - c. be addressed to the Procuring Entity's BAC;
 - d. bear the specific identification of this bidding process ; and
 - e. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids.
 - If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.
2. The opening and evaluation of quotation/s is on September 5, 2018 at 10:00 AM, Conference Room, PRC – Baguio Regional Office, Pine Lake View Building, No. 09 Otek St. corner Benjamin R. Salvosa Drive, Rizal Monument, Baguio City
- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC-Baguio shall be declared as the Single/Lowest Calculated Bid (SCB/ LCB) and shall advance to the post-qualification stage to determine the responsiveness of the bid, which would qualify it as the Single/Lowest Calculated and Responsive Bid (SCRB/LCRB) to whom the contract shall be awarded.
 - a. The Passing rate to be considered for the property shall be seventy percent (70%).
 - b. PRC-Baguio reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper and assumes no responsibility whatsoever to compensate or indemnify the prospective bidders for any expenses incurred in the course of this procurement process.

Very truly yours,


CRESENTE LUMEREZ JR.
RBAC Chairman
PRC-Baguio Regional Office



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ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE
FOR THE LEASE OF OFFICE SPACE OF PRC BAGUIO

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE and date

DESIGNATION

NAME OF COMPANY

SECRETARIAT:

Address

NIÑO EMMANUELLE A. CELESTE
Secretary

Contact No./s

JASON ROMMEL L. LOPEZ
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ANNEX "A"

PRICE QUOTATION SHEET FINANCIAL BID

THREE-YEAR LEASE OF OFFICE SPACE FOR PRC-BAGUIO REGIONAL OFFICE

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

Having read, examined and accepted the Terms and Conditions on the
subject Request for Quotation (RFQ), I/We submit our quotation/s for the
item/s as follows:

I. FOR THE BASIC RENT INCLUSIVE OF VAT AND COMMON USE AREA MAINTENANCE AND OPERATING COST

SECRETARIAT:

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Secretary

JASON ROMMEL L. LOPEZ
Member

PHILIP B. PAY-OEN
Member

a. Cost per square meter AND Cost per month:

IN FIGURES: P _____

IN WORDS: _____

b. Total Cost of total area for one year:

IN FIGURES: P _____

IN WORDS: _____

*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED
BUDGET FOR THE CONTRACT FOR THE BASIC RENT INCLUSIVE OF
VAT AND THE COMMON AREA MAINTENANCE/OPERATING COSTS.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address : _____

Contact No./s: _____