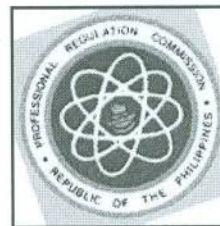




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No. (032) 253-5330 / 255-7397
Fax: (032) 254-3497




GINA T. EMPERADO
Chairman



LUZ L. DIXON
Vice-Chairperson


ATTY. ROSELYN M. SORIA
Member


ARMON M. ENGLIS
Member


MEDA M. PENERA
Member

SECRETARIAT:


CORINNE B. LACERNA
Secretary

CIRILA J. PATAC
Member

SANVIE L. SENO
Member

Date: May 2, 2018

RFQ No.: 2018-04

REQUEST FOR QUOTATION LEASE OF OFFICE SPACE FOR THE PRC-CEBU REGIONAL OFFICE

Dear Sir/Madam:

The Professional Regulation Commission, Cebu Regional Office, through its Bids and Awards Committee (RBAC), intends to **LEASE AN OFFICE SPACE FOR THE PRC CEBU REGIONAL OFFICE**, through Negotiated Procurement / Lease with Privately-owned Real Property under Sec. 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184 and GPPB Resolution No. 08-2009, with an Approved Budget for the Contract of **TWO MILLION SEVEN HUNDRED SIXTY THOUSAND PESOS (Php 2,760,000.00) annually or TWO HUNDRED THIRTY THOUSAND PESOS (Php 230,000.00) per month, inclusive of VAT, and all applicable taxes and fees,** for a total office space requirement of not more than **ONE THOUSAND TWO HUNDRED SQUARE METERS (1,200 SQ.M.)**, subject to the following terms, conditions and specifications:

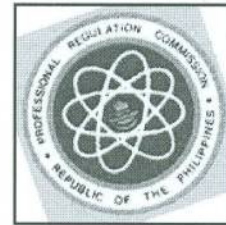
A. TERMS AND CONDITIONS

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 issuance.
2. Price quotation/s, to be denominated in Philippine peso shall be inclusive of 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. In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the Single/Lowest Calculated and Responsive Bidder (SCRB/LCRB) with the lowest quotation



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Member

that complies with the terms and conditions and technical specifications stated herein.

7. 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.
8. This RFQ must be accomplished completely and accurately and duly signed by the Bidder's authorized representative.
9. 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.
10. 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.

B. TECHNICAL SPECIFICATIONS

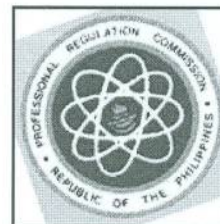
After having carefully read, understood and accepted the Terms and Conditions, I hereby submit my quotation in accordance with the following Technical Specifications:

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
I. Location and Site Condition	
a. The property is accessible by public transport.	
b. The property has adequate and properly installed drainage system and is not located in a flood prone area, and the ground floor level must be higher than the street level.	
c. The property has relatively flat topography.	
II. Neighborhood and Data	
a. The property is with proper waste management system.	
b. The property is far from establishments that are fire hazard and produce too much noise and foul odor.	
c. Secure from ambulant/sidewalk vendors within the premises and adjacent areas.	
d. The property has 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, without PRC's written consent.	
e. For buildings that are still to be constructed, no unit/space shall be leased to any person/establishment whose nature of business involves any of the immediately preceding paragraph, without the	



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written consent of PRC.	
III. Space Requirement	
a. It should have an area intended for senior citizens, PWDs and pregnant women, of at least ninety (90) square meters located at the ground floor of the building, or which may be located at the upper floor level provided there is a reliable service elevator/escalator. Provided further, that buildings with more than three (3) floors must have a service elevator/escalator as required by <i>The National Building Code of the Philippines</i> .	
b. Must have at least ten (10) parking slots for the exclusive use of PRC-Cebu.	
IV. Building, Equipment, Facilities and Specification	
a. Bidder must be the owner of the property, which shall be free from any lien or encumbrance.	
b. The building should not be more than 15 years old.	
c. The 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. The building is 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. The building must have one restroom/shower room for the Confidential Room; and one restroom for the male and one restroom for the female PRC employees which shall be inside the leased premises. <i>Provided that</i> , restrooms shall have provision for senior citizens, PWDs and pregnant women.	
g. The building 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. The building 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. The building must provide free space and provision visible to the public for the installation of horizontal/vertical light signage with electrical connections for sufficient lighting.	
j. The building must have no event/activity within the floor area/vicinity of the leased premises from 8:00 AM to 5:00 PM, Monday to Friday.	
k. The building has a telephone entrance facility / Main Telephone Terminal Cabinet (MTTC).	
l. The building has facilities to ensure continuous water supply 24/7 in all floors even with low water pressure supply from the MCWD.	
m. The floor to ceiling clearance should be at least 2.5 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: <ul style="list-style-type: none"> Perimeter walls (interior and exterior) painted wooden walls Flooring – porcelain tile or other acceptable floor finish 	



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- Doors
 - Glass doors – 6mm thick with aluminum frame with complete accessories
 - Panel door – standard sizes 40mm thick lauan panel on 2x4 inches solid wood door jamb with complete accessories
 - Flush door – solid wood on ¾ inch thick marine plywood with complete accessories
- Painting – acrylic and water-based paints application on interior and masonry walls, wood stain finish on doors, jambs
- Ceiling - acoustic board ceiling on T-runner
- Office Partitions – tempered glass panels 6 mm thick with aluminum frame from ceiling to floor with semi transparent tint; or monolithic partition with upper glass panels
- Frontline Counters – with glass panels on counter tops

V. Maintenance, Janitorial & Security Services

- a. The building has a regular garbage disposal system.
- b. The building has janitorial services for the maintenance of common areas in case the building has other tenants.
- 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.
- e. The building owner shall install tiles and undertake retiling, as may be necessary.
- 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 contract shall be for a period of one (1) year from date of occupancy 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.

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.
- b. All major repairs during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage



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SANVIE L. SENO
Member

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

- 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.
- 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.

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)
The following must be submitted during the Opening of Bids	
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	
The following must be submitted during the Post-Qualification Stage	
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.	



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MEDA M. PENERA
Member

SECRETARIAT:
[Signature]
CORINNE B. LACERNA
Secretary

CIRILA J. PATAC
Member

SANVIE L. SENO
Member

II. FOR BIDDERS WITH BUILDING FOR CONSTRUCTION

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (All items must be checked in order to qualify as an eligible bidder)
The following must be submitted during the Opening of Bids	
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	
The following must be submitted during the Post-Qualification Stage	
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.	
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:	
1. Building Permit, or if the permit is still on process, must submit: <ul style="list-style-type: none"> a. A copy of the Official Receipt of Payment; and b. A copy of the Claim Stub 	
2. Floor and Building Plan	
3. Electrical and Sanitary Plans	
The following must be submitted during the contract period:	
1. Occupancy Permit	
2. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
3. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
4. Tax Clearance Certificate	

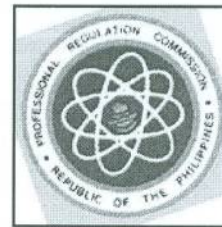
Interested bidders who are legally, technically and financially capable shall refer to the following schedule of activities and instructions:

1. Submission and Opening of Bids on **May 10, 2018 at 10:00 AM** at **Professional Regulation Commission – Cebu Regional Office, HVG Arcade, Subangdaku, Mandaue City.**



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Chairman

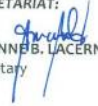

LUZ L. DIZON
Vice-Chairperson


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Member


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MEDA M. PENERA
Member

SECRETARIAT:


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Secretary

CIRILA J. PATAC
Member

SANVIE L. SENO
Member

- a. The sealed envelopes shall be submitted to **Ms. Corinne B. Lacerna, BAC Secretary, Professional Regulation Commission – Cebu Regional Office, HVG Arcade, Subangdaku, Mandaue City**, not later than **10:00 AM (PRC Cebu bundy clock time)**. **Late bids shall not be accepted**, i.e. bids submitted at 10:00 AM (PRC Cebu bundy clock time) onwards.

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")] in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "OFFICIAL BID".

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

Name and Address of the Bidder

OFFICIAL BID

The Bids and Awards Committee
Professional Regulation Commission

Do not open before: **May 10, 2018 at 10:00 a.m.**

LEASE OF OFFICE SPACE FOR PRC CEBU - (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

Do not open before: **May 10, 2018 at 10:00 a.m.**

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

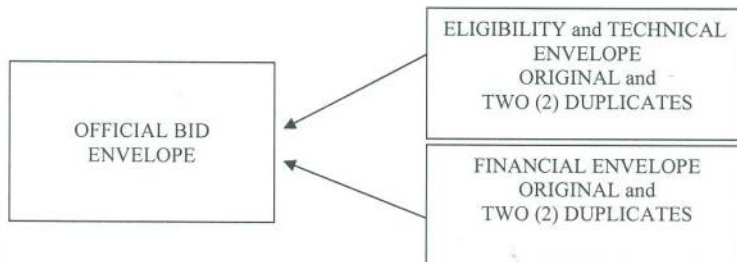
Name and Address of the Bidder

Financial Requirement

ORIGINAL and DUPLICATES

The Bids and Awards Committee
Professional Regulation Commission

Do not open before: **May 10, 2018 at 10:00 a.m.**

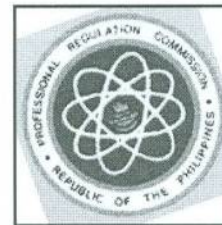


- Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ____ - ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. ____ -



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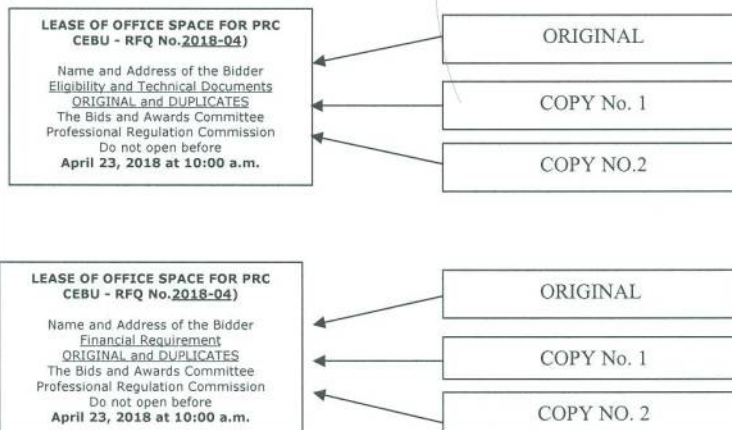
SECRETARIAT:


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Member

SANVIE L. SENO
Member

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.



- 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:

- contain the name of the contract to be bid in capital letters;
- bear the name and address of the Bidder in capital letters;
- be addressed to the Procuring Entity's BAC;
- bear the specific identification of this bidding process ; and
- 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.

c. Post-Qualification stage will be on (to be announced after the opening of bid).

- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC-Cebu 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 (SCR/LCRB) to whom the contract shall be awarded.

d. The Passing rate to be considered for the property shall be eighty percent (80%).



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- e. PRC-Cebu 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,


GINA T. EMPERADO
OIC / RBAC Chairperson
PRC-Cebu Regional Office

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

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE and date

DESIGNATION

NAME OF COMPANY

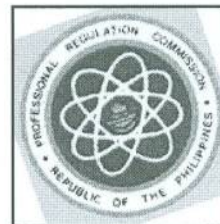
Address

Contact No./s



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ANNEX "A"

PRICE QUOTATION SHEET FINANCIAL BID

LEASE OF OFFICE SPACE FOR THE PRC-CEBU 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

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: _____