



Professional Regulation Commission

SERVICE REQUEST FORM FOR WEBSITE POSTING

DATE: MAY 3, 2018 SRF NO. 2018-

OFFICE ISSUANCE DOCUMENT/S CONTENT REVISION

DETAILS (IF ANY):
Web Posting

REASON/S:
POSTING OF REQUEST FOR QUOTATION (RFQ):

1. Negotiated Procurement for Lease of Office Space (2018) - PRC Tacloban Regional Office

ATTACHED DOCUMENT/S

Board Program Bidding Documents
Room Assignment Schedule of Registration
Memorandum Order / Circular
Others

Requested by: NARCIVAL RANDIE Z. TAQUIQUI
Division: PRC - TACLOBAN
Date: MAY 3, 2018

Approved by:
Office/Division: O-COM1 ICT
Date:

REMARKS:
For PRC Website Posting

Resolution Transparency Seal
Vacant Position ASEAN MRA
CPD Matters
Others

Requested by:
Division:
Date:

Recommending
Approval by:
Central Office: OFAS Licensure Regulation
Regional Office:
Date:

Approved by:
Office of the Commissioner-in-Charge
Date:

REMARKS:

(to be filled-out by Webmasters)

Received by:
Date/Time:
Posted by:
Date/Time:

Checked by:
Date/Time:
(Requesting Party)



## Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
2<sup>nd</sup> Floor Uytingkoc Building, Senator Enage St., Tacloban City  
Tel. Nos.: (053) 323-9729; (053) 832-2519



### REQUEST FOR QUOTATION

#### LEASE OF OFFICE SPACE FOR PRC TACLOBAN CITY REGIONAL OFFICE

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

The PROFESSIONAL REGULATION COMMISSION – TACLOBAN REGIONAL OFFICE (PRC-TACLOBAN), with address at 2<sup>nd</sup> Floor, Uytingkoc Bldg., Senator Enage Street, Tacloban City, through its Regional Bids and Awards Committee (RBAC), invites interested parties to submit quotation for the Lease of Office Space of PRC TACLOBAN REGIONAL OFFICE through Negotiated Procurement / Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with Approved Budget for the Contract of **ONE MILLION FOUR HUNDRED NINETY THOUSAND ONE HUNDRED PESOS (Php 1,490,100.00)** or **ONE HUNDRED TWENTY FOUR THOUSAND ONE HUNDRED SEVENTY FIVE PESOS (Php 124,175.00)** per month (VAT inclusive).

The office space shall be delivered by the owner of the building pursuant to the needs by the PRC Tacloban City Regional Office based on the aforementioned budget.

#### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of twenty (20) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall be inclusive of 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. The Bidder should deliver the building and its improvement works, within two (2) months after the Notice of Award.
7. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative.

#### SPECIFICATIONS

##### **I. Location and Site Condition**

1. The property is accessible by public transport.
2. The property has relatively flat topography.
3. The property has adequate and properly installed drainage system and must not be located in a flood prone area.
4. The property has at least 20 parking slots for use of PRC-Tacloban employees and clients.
5. The property's classification is for mix-use (office, commercial, institutional)
6. The property has pedestrian sidewalks.

##### **II. Neighborhood and Data**

1. The property has an available office space of at least THREE HUNDRED FIFTY SQUARE METERS (350 sq.m.) for lease.
2. The Approved Budget for the Contract (ABC) for the lease of office space is **P124,175.00 per month (VAT inclusive)**. Monthly rental includes common area maintenance and operating costs.
3. The property is located in a sanitary and healthy environment.
4. The property is not located in an area where there could be adverse influence to its usage.
5. The property's highest and best use is for an office-commercial building.





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6. Presence of police and fire stations within reasonable distance from commercial food establishments/eateries/cafeterias/restaurants.
7. The property is located within reasonable distance from financial institutions, government centers, and commercial areas.

### III. Real Estate

1. The building is structurally safe (with Certificate of Occupancy issued from the OBO).
2. The building's leasable spaces are with proper lighting and ventilation.
3. The building's leasable spaces are adequate for the region's area requirement and layout.
4. The building is properly maintained.
5. The building's overall facade and architectural design is appropriate for an office building.

### IV. Free Services and Facilities

1. The building has provisions for janitorial and security services (common areas).
2. The building has provisions for air conditioning system (common areas).
3. The building has provisions for repair and maintenance.
4. The building has provisions for water & power supply (common areas).
5. The building has secured parking spaces.

### V. Building Specifications

1. The building has an available office space of at least **THREE HUNDRED FIFTY SQUARE METERS (350 sq.m.)** for lease.
2. The building has facilities for:
  - Water supply and toilet for the transacting public
  - Power supply
  - Elevators (if applicable)
  - Fire/emergency exits
  - Fire suppression system
  - Emergency lights
3. The building must be structurally sound from the date of completion.
4. The building should be ready for the installation of telephone lines, internet connections and building security system (CCTV cameras).
5. The building should allot space for the provision of air conditioning system and generator set.
6. The building owner should be able to deliver the office area in a move-in condition with the following requirements:
  - Construct the required offices and storage spaces according to specifications
  - The building could provide a space for our exterior signage
  - The office interiors could be completed in accordance with PRC-Tacloban's design standards.
  - The building should be provided with transformers for constant power supply
  - The building should be compliant with requirements of local water district, particularly cistern tank.
  - The building should comply with BP 344 (Accessibility Law).

### VI. Term of Lease

- The basic term of contract shall be for a period of one (1) year, subject to renewal, at the option of the lessee.

### VII. Post-Qualification Process

The procurement of this project will be conducted through Negotiated Procurement pursuant to Section 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 and the Government Procurement Policy Board (GPPB) Resolution No. 08-2009 and is restricted to Filipino Citizens/Sole Proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws





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or regulations of which grants similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.

The proposal shall indicate herein the total area proposed for lease as well as the corresponding unit price per square meter. The Bid Price must be in words and figures as appearing in the form. Abbreviations shall not be accepted. 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. In case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. Any erasure or alteration on the Bid Form must be signed by the bidder or his duly authorized representative.

**Each bidder shall submit one (1) sealed envelope which shall contain the Price Quotation Sheet (Annex A). The sealed envelope shall contain the following information: (a) the address of the BAC; (b) the name of the project; (c) name of the bidder, and (d) a note stating not to open the sealed envelope before the date and time of Bid Opening.**

The bidder with an offer compliant to the office space requirement of PRC TACLOBAN and with the lowest unit price per square meter shall be declared as the Lowest Calculated Bid (LCB). The bidder with the LCB shall advance to the post-qualification stage by the RBAC, during which, it shall submit the following documentary requirements for evaluation:

1. Updated Mayor's Permit, Tax Clearance, and Business Permit;
2. Annual Inspection Certificate from the City Engineer's Office (Fire and Sanitary) of the building; and
3. Floor Plan, Electrical Plan (as built), Sanitary Plan (as built)

In the event that the pertinent permits for renewal are not yet available during post-qualification, the building owner shall submit corresponding proof/s of application (e.g. Official Receipt) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC prior to the signing of the Lease Contract.

In order to determine responsiveness to the specifications, PRC shall inspect the office space proposed by the bidder and rate it using the Table of Rating Factors for Lease of Real Estate subject to the passing rate of Seventy (70%). PRC shall determine the reasonableness of the proposed rental rates using the Computation based on observed Depreciation, or Computation based on Straight Line Depreciation as provided by the IRR of RA 9184.

The contract shall then be awarded to the bidder with the Lowest Calculated Responsive Bid (LCRB) which would be determined as such after the post-qualification.

### VIII. Schedule of Activities

Stage of Procurement	Date
Pre-Bid Conference	May 11, 2018
Deadline of Submission and Opening of Bids	May 23, 2018
Bid Evaluation	May 24, 2018
Post Qualification	May 28, 2018

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal to bid.

Interested suppliers who are legally, technically, and financially capable may submit their quotation, duly signed by the owner or his/her duly authorized representative; and copies of the following eligibility



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requirements not later than 10:00 a.m. of May 23, 2018 at the Office of the Regional Director, at PRC Tacloban City Regional Office, 2<sup>nd</sup> Floor Uytingkoc Bldg., Senator Enage St., Tacloban City, at which time the sealed envelope containing the Bids will be opened in the presence of the Bidder's representatives who may choose to attend:

1. Updated Business Permit;
2. DTI Certificate of Registration (for Sole Proprietorships) or SEC Certificate of Registration (for Corporations);
3. Tax Clearance Certificate;
4. Annual Income Tax Return;
5. PHILGEPS Certificate of Registration;
6. Certificate/valid proof of compliance with the local water district (particularly cister tank);
7. Certificate/valid proof of compliance with the Building Code of the Philippines, Sanitation, and Accessibility Laws; and
8. Duly Accomplished Price Quotation Sheet (Annex A).

Very truly yours,

**NARCIVAL RANDIE Z. TAQUIQUI**  
RBAC Chairman  
PRC Tacloban City Regional Office





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## "ANNEX A"

### PRICE QUOTATION SHEET FINANCIAL BID

#### LEASE OF OFFICE SPACE FOR PRC-TACLOBAN 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 Specifications, 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 AREA MAINTENANCE AND OPERATING COST

TOTAL AREA PROPOSED (in square meters): \_\_\_\_\_

a. Cost per square meter 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 cost.

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Contact No./s: \_\_\_\_\_