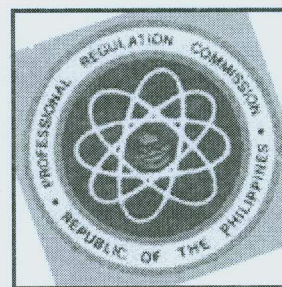





Bids and Awards Committee

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



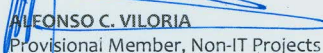

ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairman


MARIA LIZA M. HERNANDEZ
Member


HENRIETTA P. NARVAEZ
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ALEONSO 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. 2018-016)

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 of the Professional Regulation Commission 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 of Republic Act No. 9184 for the project: **Lease of Venue (including food) for the Conduct of the 2018 Mid-Year Performance Assessment and Re-planning Conference.**

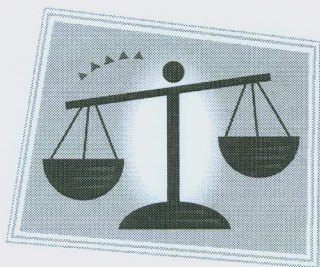
We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for your reference.

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



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
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Facsimile: 310-0037 / email:prcbac2013@gmail.com



REQUEST FOR QUOTATION (RFQ No. 2018-016)

Negotiated Procurement – Lease of Real Property and Venue

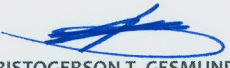
The PROFESSIONAL REGULATION COMMISSION (PRC), with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Small Value Procurement for the Project: Lease of Venue (including food) for the Conduct of the 2018 Mid-Year Performance Assessment (MYPA) and Re-planning Conference, in accordance with Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Name of Project :	Lease of Venue (including food) for the Conduct of the 2018 Mid-Year Performance Assessment and Re-planning Conference (RFQ No. 2018-016)
Approved Budget for the Contract:	Eight Hundred Thousand Pesos (Php800,000.00) <i>inclusive of all VAT and bank 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 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 30, 2018** at the QMS/BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be opened at the Conference Room, 2nd Floor PRC Main Building, in the presence of the representative who may choose to attend.


❖ TERMS AND CONDITIONS

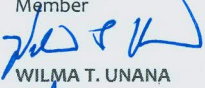
1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

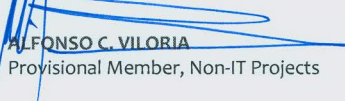

ARISTOGERSON T. GESMUNDO
Chairman

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. DELORO
Provisional Member, IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

VICTOR RICO P. LOPEZ
Member

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

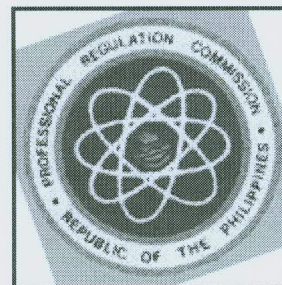
CHRISTOPHER A. MAYO
Member


LIEZEL F. BURAGA
Member




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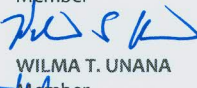



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Member

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.
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.

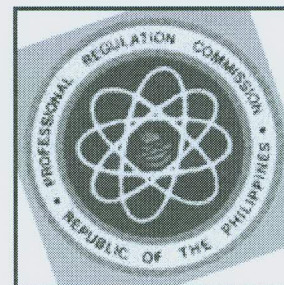
Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairman

MARIA LITA M. HERNANDEZ
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Member

TERMS OF REFERENCE (TOR)

Lease of Venue (including food) for the Conduct of the 2018 Mid-Year Performance Assessment and Re-planning Conference

Rationale

The 2018 Mid-Year Performance Assessment and Re-planning Exercise is scheduled on **July 12-13, 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 Eight Hundred Thousand Pesos (Php800,000.00), inclusive of all applicable bank and government charges.

II. Scope of Service

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

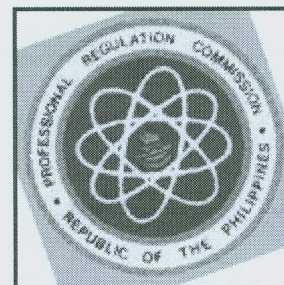
➤ General Requirements


1. Event date: **July 12-13, 2018 (LIVE-OUT ARRANGEMENT)**;
Check In: 8:00 AM Check Out: 5:00 PM
2. Guaranteed number of persons: **200 pax**;
3. Location should be nearby PRC specifically in Manila or Pasay City;
4. Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
5. Round table or classroom set-up;
6. Complimentary and unlimited use of internet access in function room and in all wifi hot spots;
7. Free parking space of at least ten percent (10%) for the total number of participants;




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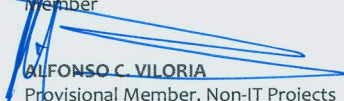

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Member

8. Complimentary welcome banner and backdrop;
9. Complimentary use of Philippine Flag;
10. Waived electricity charges for laptop and projector brought by the Commission;
11. Food and complimentary function room and other facilities/amenities. In case of additional participants, it shall be at the same price or less than the regular participants; 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 for the free use of function room during the duration of the conference, spacious enough to accommodate 200 participants for easy movement of foot traffic, well-lighted and ventilated, and senior citizen friendly. Likewise, the following items shall also be complimentary/free use:

- ✓ PA system with four (4) microphones;
- ✓ Whiteboard with marker and eraser;
- ✓ Pads and pens;
- ✓ Rostrum;
- ✓ Two (2) white screen projector;
- ✓ Cables for the connection of projectors.

B. Food

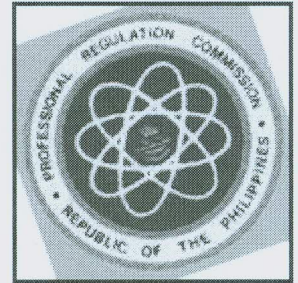
The service provider shall provide the following meal requirements for a minimum of 200 pax:

- ✓ Day 1: Buffet (heavy) Breakfast, Buffet Lunch, and PM Snacks;
- ✓ Day 2: Buffet (heavy) Breakfast, Buffet Lunch, and PM Snacks;
- ✓ Free flowing coffee/tea/drinking water during the conference;
- ✓ Free candies/mints;
- ✓ Menus are subject to the approval of the Commission.




Bids and Awards Committee


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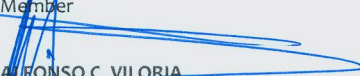

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III. Evaluation and Selection Criteria (Rating Scheme)

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 end users.

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.

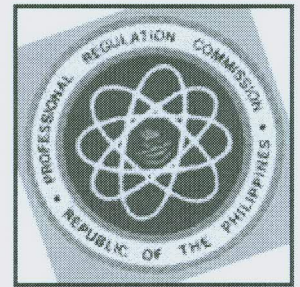
ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE 2018 MID-YEAR PERFORMANCE ASSESSMENT AND RE- PLANNING CONFERENCE

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



Bids and Awards Committee

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ANNEX "B"

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 all VAT and bank charges)

In Figures: _____

In Words: _____

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

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Member

LIEZEL F. BURAGA
Member

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____