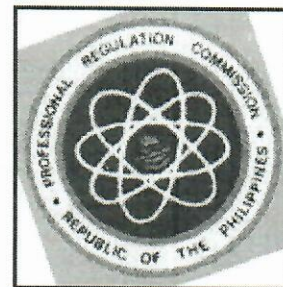


## Bids and Awards Committee

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



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Vice-Chairman

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LIEZEL F. BURAGA  
Member

### REQUEST FOR QUOTATION (RFQ No. 2019-01)

#### Negotiated Procurement – Lease of Real Property and Venue

Date:

Contact Person:  
Name of Venue/Company:  
Address:  
Contact Details:

Dear Sir/Madam:

The **PROFESSIONAL REGULATION COMMISSION**, with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement for the Project: **Lease of Venue (Including Food) for the Conduct of the 2018 Year-End Performance Assessment and the 2019 Commission Planning Conference on January 30-31, 2019** 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.

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

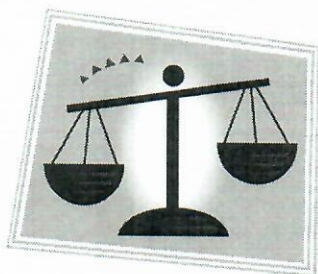
For inquiries you may email at [prcbac2013@gmail.com](mailto:prcbac2013@gmail.com) or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Thank you.

Very truly yours,

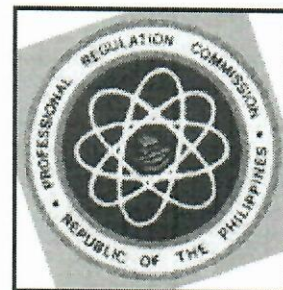
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman





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**LIEZEL F. BURAGA**  
Member

### REQUEST FOR QUOTATION (RFQ No. 2019-01)

#### Negotiated Procurement – Small Value Procurement

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 Year-End Performance Assessment and the 2019 Commission Planning Conference on January 30-31, 2019, 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.

<b>Name of Project :</b>	<b>LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE 2018 YEAR-END PERFORMANCE ASSESSMENT AND THE 2019 COMMISSION PLANNING CONFERENCE ON JANUARY 30-31, 2019 - (RFQ No. 2018-024)</b>
<b>Approved Budget for the Contract:</b>	<b>EIGHT HUNDRED NINETY FOUR THOUSAND PESOS (Php894,000.00), inclusive of all taxes, and bank charges.</b>
<b>Specification :</b>	See attached <b>Annexes "A &amp; B"</b> for the Terms of Reference and Financial Bid Form.

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 NOV 27 2018** at the BAC & QMS Office, 4<sup>th</sup> Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be opened at the Conference Room, 2<sup>nd</sup> Floor PRC Main Building, in the presence of the representative who may choose to attend.

#### ❖ TERMS AND CONDITIONS

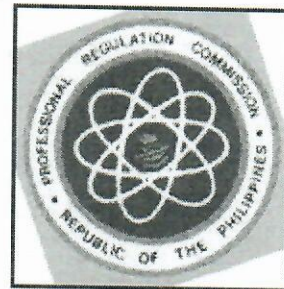
1. Bidders shall provide correct and accurate information required in this form.





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2. Price quotation/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, bank and government charges payable.
4. Quotations exceeding the approved budget for the contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation, more advantageous to PRC, and which complies with the Terms of Reference and other terms and conditions stated herein.
6. Any erasure or overwriting shall be valid only if they are properly signed by you the owner or his duly authorized representative/s.
7. Payment shall be made within 15-30 days upon receipt of the Billing Statement, on a bank-to-bank basis.

**Copy of valid PhilGEPS Registration Certificate of Platinum Membership is required to be submitted, (except for gov't. agencies as lessors) along with your quotation/proposal.**

\*For Individuals (only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit).

PRC assumes no responsibility whatsoever to compensate or indemnify bidders for any expense 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](mailto:prcbac2013@gmail.com) or you may call the BAC Secretariat at Facsimile No. (02) 310-0037.

Very truly yours,

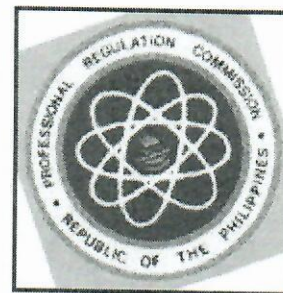
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman





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ANNEX "A"

## TERMS OF REFERENCE (TOR)

### TERMS OF REFERENCE (TOR)

#### Lease of Venue (Including Food) for the Conduct of 2018 Year-End Performance Assessment and 2019 Commission Planning Conference

##### Rationale

The 2018 Year-End Performance Assessment and 2019 Commission Planning Conference is scheduled on **January 30-31, 2019** and will be conducted outside of PRC Central Office. To house the two (2) days activity, an external service provider will be contracted with the following terms and conditions:

##### I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of Eight Hundred Fifty Thousand Pesos (Php850,000.00), inclusive of all applicable bank and government charges.

##### II. Scope of Service

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

##### General Requirements

1. Event Date: **January 30-31, 2019 (LIVE-OUT ARRANGEMENT)**  
Time Frame: 8:00 AM - 5:00 PM
2. Guaranteed number of persons: **170 pax**
3. Location should be nearby PRC specifically in Manila and Quezon City.
4. Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants.
5. Classroom set-up

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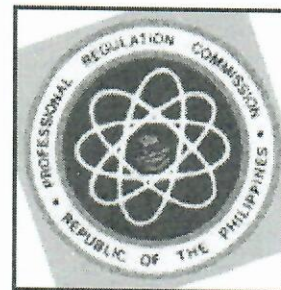
LIEZEL F. BURAGA  
Member

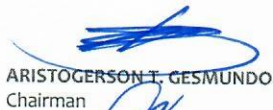





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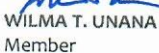


  
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6. Complimentary and unlimited use of internet access in function room and in all wifi hot spots.
7. At least ten percent (10%) of the total number of participants with free parking spaces.
8. Complimentary welcome banner and backdrop.
9. Complimentary use of Philippine Flag.
10. Complimentary use of Flag Pole for PRC Flag.
11. Complimentary use of one (1) room, good for four (4) pax for the advance party.
12. Complimentary use of Meeting Room for a maximum of three (3) hours for two (2) days, good for fifty (50) pax.
13. Waived electricity charges for laptop and projector brought by the Commission.
14. In case of additional participants, the price shall be the same or less than the regular price per pax.
15. Price quotation 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 the free use of function room during the duration of the conference that is big enough to accommodate the 170 participants. Must be well-lighted, ventilated and senior citizen friendly for easy movement of foot traffic, likewise the following items shall also be complimentary/free use:

- PA sound system with four (4) microphones
- Teleprompter Board for two (2) days (8:00am-5:00pm)
- Whiteboard with marker and eraser
- Pads and pens
- Rostrum
- Two (2) white screen projectors
- Two (2) projectors
- Cables for the connection of projectors

#### B. Food

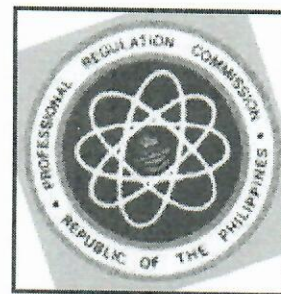
The service provider shall provide the following meal requirements for a minimum of 170 pax:





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

### C. Payment Scheme

The payment for the services rendered shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA) and on 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.

### III. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the Table of Rating Factors for Lease of Venue under Annex "H", Appendix B of the 2016 RIRR of Republic Act No. 9184. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

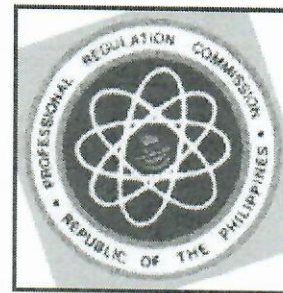
### ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE 2018 YEAR-END PERFORMANCE ASSESSMENT AND THE 2019 COMMISSION PLANNING CONFERENCE ON JANUARY 30-31, 2019

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



# Bids and Awards Committee

Republic of the Philippines  
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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 VAT and bank charges)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

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

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LIEZEL F. BURAGA  
Member

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

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

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

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

Contact No: \_\_\_\_\_