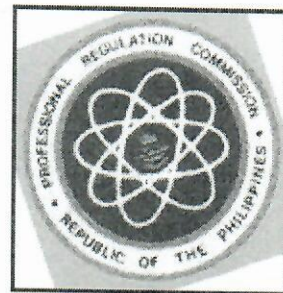




## Bids and Awards Committee

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



### REQUEST FOR QUOTATION (RFQ No. 2019-02)

#### 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 ADDITIONAL SPACE FOR RECORDS CENTER/OFFSITE STORAGE OF THE PRC WITH AN APPROVED BUDGET FOR THE CONTRACT OF THREE MILLION PESOS (Php3,000,000.00)** 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

ARISTOGERSON T. GESMUNDO  
Chairman

ARJAY R. ROSALES  
Vice-Chairman

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Member

HENRIETTA P. NARVAEZ  
Member

WILMA T. UNANA  
Member

ALFONSO C. VILORIA  
Provisional Member, Non-IT Projects

GREGORIO B. DELLORO  
Provisional Member, IT Projects

#### SECRETARIAT:

KAREN M. MAGSALIN  
Secretary

VICTOR RICO P. LOPEZ  
Member

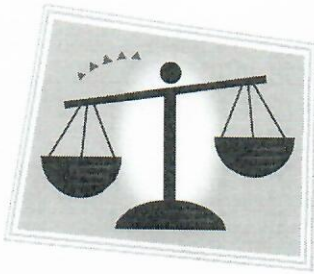
MARGIERY D. DULIN  
Member

GLENN I. PAJARON  
Member

CHRISTOPHER A. MAYO  
Member

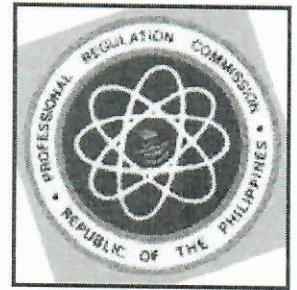
LIEZEL F. BURAGA  
Member





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### REQUEST FOR QUOTATION (RFQ No. 2019-02)

#### 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 ADDITIONAL SPACE FOR RECORDS CENTER/OFFSITE STORAGE OF THE PRC, 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 ADDITIONAL SPACE FOR RECORDS CENTER/OFFSITE STORAGE OF THE PRC (RFQ No. 2019-02)</b>
<b>Approved Budget for the Contract:</b>	<b>THREE MILLION PESOS (Php3,000,000.00), 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 are encourage to attend the Pre-Bid conference on **November 29, 2018 at 1:00 o'clock in the afternoon** at the Conference Room, 2<sup>nd</sup> Floor PRC Main Building to discuss, clarify and explain details regarding the project.

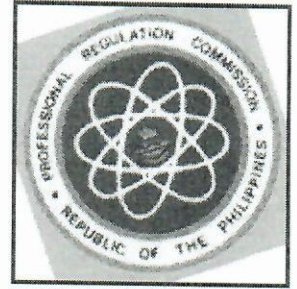
Bidders who are legally, technically and financially capable may submit their quotation/proposal manually, through facsimile or via email, duly signed by the owner or his duly authorized representative **on or before 1:00 o'clock in the afternoon of December 11, 2018** at the BAC & QMS Office, 4<sup>th</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.





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Member

### ❖ 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 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.

**Copies of valid PhilGEPS Registration Certificate of Platinum Membership and latest Income/Business Tax Return are 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,

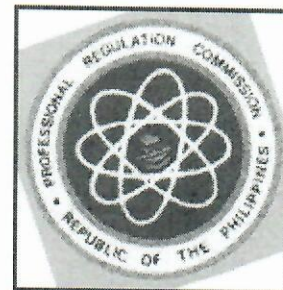
  
**ATTY. ARISTOGERSON T. GESMUNDO**  
Assistant Commissioner  
BAC Chairman



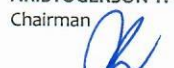


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Member

### IV. LOCATION

The location of the Records Center/Storage Area to be leased must be strategically located at Quezon City, Bulacan or Laguna provinces.

### V. SPACE REQUIREMENTS AND FACILITIES

The total Records Center/Storage space is 500 square meters to store records that are not needed in the daily transaction of the PRC but not yet ready for disposal or transfer for permanent preservation, with the following areas:

- **Processing Area/ Administrative/Research Area**
  - 25sq.m, a "make ready" room and is used in sorting operations, for refiles and interfiles, for making containers and other preparatory works. Perform the many desks tasks and/or use by customers and clients who extract information from the records.
- **Disposal Area**
  - 50sq.m, this area permits disposals to be accumulated when records are removed from the shelves. Normally, there is a time lag before a NAP accredited buyer can pick them up for sale.
- **Staging Area**
  - 50 sq.m, an open area for intermediate storage or for temporary holding. Space must be sufficient for two to three days accessions (bringing in new boxes).
- **Stacking Area**
  - 350 sq.m, for paper records in corrugated box with a storage capacity of over 37, 683.21 cubic feet (equivalent to 25,884 corrugated boxes).
- **Employee Service Area**
  - 25sq.m. is needed for restrooms and eating space.
- **Loading Docks**
  - Should be separated from Records Center/Storage areas with sufficient space provided for maneuverability of large trucks.

### VI. SECURITY AND SAFETY

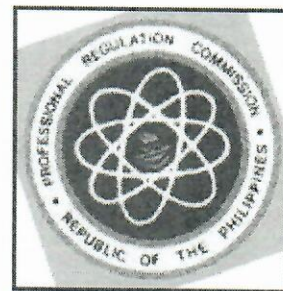
Provide fire and emergency exits, install firefighting devices, proper lighting facilities with CCTV and at least two (2) Security Guards for 24-hour security of the building.





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ANNEX "A"

### TERMS OF REFERENCE (TOR)

#### LEASE OF ADDITIONAL SPACE FOR RECORDS CENTER/OFFSITE STORAGE OF THE PRC

#### Lease of Additional Space for Records Center/Storage of the Professional Regulation Commission (PRC)

##### I. OVERVIEW

The Professional Regulation Commission (PRC) is providing this Terms of Reference (TOR) for the lease of additional space for Records Center/Storage Area as a repository for its inactive, non-current records under a controlled disposal system.

Article III, Section 22 of Republic Act No. 9470, the National Archives of the Philippines Act of 2007, mandates all government agencies to establish its own Records Center to maintain and preserve records under their custody and control.

This Records Center will serve as an extension of PRC's record keeping system to provide a facility to identify records for permanent preservation and conservation and records needing outright disposal.

##### II. OBJECTIVES

In compliance with the Republic Act No. 9470, the National Archives of the Philippines Act of 2007, the following are the objectives:

- To give utmost priority for the safeguard, protection and preservation of public documents and records as fundamental instruments for efficient and effective governance.
- To strengthen the existing system of management of public records.

##### III. COST BENEFIT/POTENTIAL RESULTS

- Security and protection of public records against natural and man-made hazards.
- Provide additional space for increasing volume of records and free office spaces.

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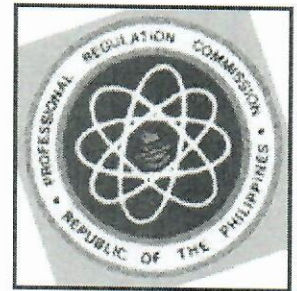
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## VII. BUILDING STRUCTURE AND EQUIPMENT

- 1) Availability of equipment such as ladders, trolleys or sack burrows, foggers, vacuum cleaner.
- 2) Storage building shall be made of reinforced concrete, structural steel or combination of both and roofs should be made of non-combustible materials.
- 3) Main meter and/or sub-meter for electrical and sufficient water supply exclusively for the use of PRC.
- 4) Allow installation of open steel-shelves/racks and other movable built-in structures installed maybe taken when space is vacated.
- 5) Provision for the installation of air-conditioning or ventilation unit e.g. dehumidifier, ceiling or wall fans.
- 6) Free from direct sunlight and floods.
- 7) Ceiling height throughout the storage should provide at least 16 feet of stacking.
- 8) Shrubs should not obscure windows and doors, so that burglar/thieves cannot use them as shield.
- 9) Should have the minimum number of windows but adequately ventilated with relative humidity RH-50-60%, temperature 65-75F
- 10) Floor should be sufficient to support the weight of shelving and records.

## VIII. TERM OF LEASE

The term of the lease contract shall be for a period of one (1) year.

## IX. DOCUMENTARY REQUIREMENTS

1. License, permits such as Business, Occupancy, Fire, Electrical, Mechanical and Sanitary.
2. Floor Plan, Electrical Plan (as built) and Sanitary Plan (as built)
3. SEC and DTI Registration
4. BIR Registration and Tax Clearance

## X. FINANCIAL DETAILS

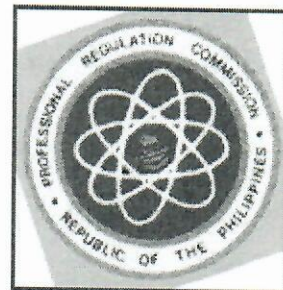
Necessary improvements and installations to meet the minimum requirements of PRC shall be undertaken by the Lessor. This includes civil, electrical, sanitary and mechanical works.





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### XI. 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.

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

Bid proposals shall be subjected to the Table of Rating Factors for Lease of Real Property and 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.

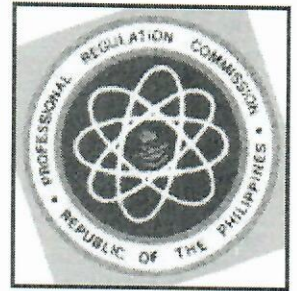
### ACKNOWLEDGEMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF ADDITIONAL SPACE FOR RECORDS CENTER/OFFSITE STORAGE OF THE PRC

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:

### \*FOR THE BASIC RENT AND COMMON AREA MAINTENANCE/OPERATING COSTS

#### A. COST PER SQUARE METER PER MONTH:

IN FIGURES: Php \_\_\_\_\_

IN WORDS: \_\_\_\_\_

#### B. TOTAL COST OF TOTAL AREA FOR ONE YEAR/TOTAL BID PRICE FOR THE PROJECT:

IN FIGURES: Php \_\_\_\_\_

IN WORDS: \_\_\_\_\_

***\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED  
BUDGET FOR THE CONTRACT FOR THE BASIC RENT AND COMMON  
AREA MAINTENANCE/OPERATING COSTS INCLUSIVE OF ALL  
APPLICABLE TAXES AND BANK CHARGES.***

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

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

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

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

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

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