



Republic of the Philippines
Professional Regulation Commission
National Capital Region
Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 53100026
Email: ncr.bac@prc.gov.ph



REGULAR MEMBERS:

AUDREY ANA M. AMPARO
Chairperson

ATTY. ZANDRA JANE J. DEL ROSARIO
Vice-Chairperson

RONALD ALLAN B. DENOSO
Member

LORNA C. OMBROG - MAGDARAOG
Member

PROVISIONAL MEMBERS:

JACQUELYN P. BALATBAT
Provisional Member, Non-IT Projects

DARLEN G. YEHLLEN P. DELA ROSA
Provisional Member, IT Projects

RBAC SECRETARIAT:

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Secretary

MAY ANN S. DELA CRUZ
Member

MERLY M. GABIN
Member

SHELA S. ROQUE
Member

ANAMYLIN V. AUSTRIA
Member

CARMIE M. DELA CRUZ
Member

Date: May 2, 2025
RFQ No. 2025-04-03

Company/Business Name: _____

Address: _____

Valid Business/Mayor's Permit No. _____

Valid Platinum PhilGEPS Registration Number (required): _____

REQUEST FOR QUOTATION

LEASE OF OFFICE SPACE INCLUDING ADDITIONAL CBLE EXAMINATION ROOM
OF PROFESSIONAL REGULATION COMMISSION-NATIONAL CAPITAL REGION
(PRC-NCR) FROM FY 2025-2027

Dear Sir/Madam:

The Professional Regulation Commission-National Capital Region (PRC- NCR) Regional Office, through its Regional Bids and Awards Committee intends to lease an office space including additional CBLE examination room for Professional Regulation Commission-National Capital Region for a period of two (2) years and four (4) months covered by a Multi-Year Contractual Authority (MYCA) from June 1, 2025 to September 30, 2027, through Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009.

Year	Approved Budget under Multi-Year Contract	Source of Fund
June to December 2025	Php. 19,482,108.31	2025 GAA
January to December 2026	Php. 33,397,900.00	2026 GAA
January to September 2027	Php. 25,048,425.00	2027 GAA
Total	Php. 77,928,433.31	

The **Approved Budget for the first year of the Contract (ABC)** is **Nineteen Million Four Hundred and Eighty-Two Thousand One Hundred and Eight Pesos and Thirty-One Centavos (Php 19,482,108.31)** covering a total area of not less than TWO THOUSAND SQUARE METERS (2,000 SQ. M.), inclusive of CUSA, VAT and all relevant taxes, and interested parties are welcome to participate under specified terms, conditions and specifications.




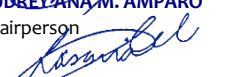
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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provision in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible /disqualified.

(4) Quotations may be submitted through electronic mail at ncr.bac@prc.gov.ph

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009 and related issuances.





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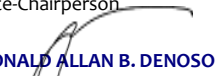
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- Price quotation/s, to be denominated in Philippine peso shall be inclusive of CUSA, VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.
- The 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.
- No escalation rate shall be demanded during the contract period.
- In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
- In case of tie, the Lowest Calculated Quotation (LCQ) shall be determined through draw lots.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the Single/Lowest Calculated and Responsive Quotation (SCRQ/LCRQ) with the lowest quotation that complies with the terms and conditions and technical specifications stated herein.
- The bidder must ensure timely delivery of the requirements from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 12009 and its Implementing Rules and Regulations for non-compliance
- This RFQ must be accomplished completely and accurately and duly signed by the bidder's authorized representative.
- 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.
- 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.
- A moratorium period, from the date of Notice to Proceed (NTP) and prior to the start of the contract, rent-free will be given for transfer to a new building, and/or for installations of partitions and counters, improvements, and renovations.





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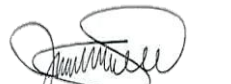

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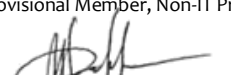

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TECHNICAL SPECIFICATION

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

Specification	STATEMENT OF COMPLIANCE Statement of "Comply" or "Not Comply"
1 Lot Lease of Office Space Including Additional CBLE Examination Room Of Professional Regulation Commission - National Capital Region (PRC-NCR) from FY 2025-2027 (See Attached Annex "A" [Terms Of Reference]	

1. Compliance with the statements must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
2. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
3. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1 (a) (ii).
4. Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.
5. Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.


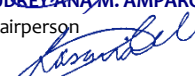
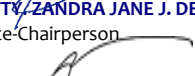



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CARMi M. DELA CRUZ
Member

6. Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.
7. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder of supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

DOCUMENTARY REQUIREMENTS:

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE
Interested bidders must present the original and submit photocopy of the following document, if applicable:	(All items must be checked in order to qualify as an eligible bidder)
The following must be submitted during the Opening of Bids	
PhilGEPS Platinum Certificate of Registration	
Valid Mayor's Permit/Business Permit	
Latest Annual Income Tax Return/ Business Tax Return	
Board Resolution/Authority to enter into contract of the Lessor	
Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder	
Latest As-built plans of the leasable space, including electrical, architectural, plumbing, fire protection, sanitary, and other relevant plans	
Declaration of Warranties/Guaranties: ownership and/or capacity to lease; that premises to be leased is free and clear of any liens/encumbrances and not subject to/involved in any suit; that lessee shall be kept in quiet and peaceful possession of the leased premises during the term of the lease; that in case of change in ownership of the leased premises, the lease shall not be affected; payment of real property taxes and assessments, etc.	


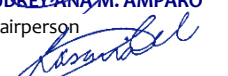




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Certificate/valid proof of compliance with the Building Code of the Philippines, Sanitation, and Accessibility Laws	
Certificate/Valid proof of compliance in accordance with the applicable Electrical and Mechanical laws, rules and regulations.	
Structural Analysis Certification for the structural soundness and load capacity of the building	
Duly filled-out and signed Bid Form	
Price Quotation Sheet (Annex "B" of the RFQ)	
The following must be submitted during the Post-Qualification Stage	
Tax Declaration of Real Estate/Tax Certificate	
Original/Transfer Certificate of Title	
Proof of ownership/assignment of the real property for lease	
SEC/DTI/CDA Registration (<i>whichever is applicable</i>)	
Articles of Incorporation, if applicable	
Certified true copy of the Certificate of Occupancy of the building and appropriate approved documents showing the date the building was constructed or age of the building issued by the City Engineer;	
The following must be submitted prior to the payment of SOA/Billing	
Tax Clearance Certificate	

Note: Absence of any documentary requirement enumerated herein shall Disqualify the bidder.

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 Receipts) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC National Capital Region prior to signing of the contract.

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

1. Deadline for the submission of Quotation and Documentary Requirements is on or before **May 7, 2025. not later than 9:00 AM (Philippine Standard Time). Late bids (submitted at 9:01 AM onwards) shall not be accepted.**

The sealed envelopes shall be submitted to:

AUDREY ANA M. AMPARO
RBAC Chairperson
Regional Bids and Awards Committee
P. Paredes Street, cor. N. Reyes Street, Sampaloc, Manila
Landline: 53100026
Email Add.: ncr.bac@prc.gov.ph
Website: www.prc.gov.ph





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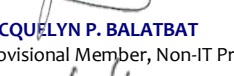

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Sealing and Marking

- 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")] including two duplicates in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "OFFICIAL BID".
- 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._- 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 BOS 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;
 - ✓ addressed to the Procuring Entity's BAC;
 - ✓ bear the specific identification of this bidding process; and
 - ✓ bear a warning "**DO NOT OPEN BEFORE**"
May 7, 2025, 10:00 AM,
- If quotations are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the quotation.

1. The following stages are scheduled as follows:

- Opening of Quotation/s and Evaluation of Documents:
May 7, 2025, 10:00 AM
- Post-Qualification: **May 9, 2025 10:00 AM**

Both stages shall be conducted at the **Conference Room, PRC-NCR Regional Bids and Awards Committee, P. Paredes Street, cor. N. Reyes Street, Sampaloc, Manila** and to be followed by the ocular inspection of office space being offered.





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- The Bidder with an offer compliant to the eligibility and technical and financial requirements of PRC-NCR shall be declared as the Single/Lowest Calculated Quotation (SCQ/ LCQ) and shall advance to the post-qualification stage to determine the responsiveness of the quotation, which would qualify it as the Single/Lowest Calculated and Responsive Quotation (SCRQ/LCRQ) to whom the contract shall be awarded.
- The Table of Rating Factors for Lease of Real Property passing rate shall be eighty percent (80%).
- The Head of the Procuring Entity (HoPE) of the PRC - NCR reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009. For any clarification, you may contact the RBAC Secretariat at 53100026 or send email to ncr.bac@prc.gov.ph

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE INSTRUCTIONS, TERMS AND CONDITION, DOCUMENTARY REQUIREMENTS AND TERMS OF REFERENCE FOR THE LEASE OF OFFICE SPACE INCLUDING ADDITIONAL CBLE EXAMINATION ROOM OF PROFESSIONAL REGULATION COMMISSION -NATIONAL CAPITAL REGION (PRC-NCR) FROM FY 2025-2027

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,

DESIGNATION

PRINTED NAME OF COMPANY

ADDRESS

CONTACT NO./s


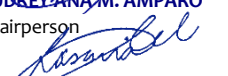




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Annex “A”

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TERMS OF REFERENCE
LEASE OF OFFICE SPACE INCLUDING ADDITIONAL CBLE
EXAMINATION ROOM OF PROFESSIONAL REGULATION COMMISSION
-NATIONAL CAPITAL REGION (PRC-NCR) FROM FY 2025-2027

OBJECTIVE

To select and lease office space offered by Interested Bidder with the Lowest Responsive Calculated Quotation beneficial to the Professional Regulation Commission - National Capital Region (PRC – NCR) and that meets the space requirement and conditions for office setting of Professional Regulation Commission - National Capital Region.

APPROVED BUDGET

The funding source is duly approved Multi – Year Contractual Authority dated March 5, 2024. The Approved Budget for the first year of the Contract (ABC) is Nineteen Million Four Hundred and Eighty-Two Thousand One Hundred and Eight Pesos and Thirty-One Centavos (Php 19,482,108.31 inclusive of CUSA, VAT and all relevant taxes, and interested parties are welcome to participate under specified terms, conditions and specifications. PRC National Capital Region is requiring the submission of proposals from prospective office space owners for a twenty-eight months’ lease contract.

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June to December 2025	Php. 19,482,108.31	2025 GAA
January to December 2026	Php. 33,397,900.00	2026 GAA
January to September 2027	Php. 25,048,425.00	2027 GAA
Total	Php. 77,928,433.31	

RATIONALE

The Regional Office shall be responsible for the implementation of Commission plans, policies and programs in its area of jurisdiction. It shall recommend policies and programs on licensure application and examination, regulation and registration and other matters affecting the practice of professions. The Regional Office shall also exercise delegated functions on planning and monitoring, financial and administrative and other support service.





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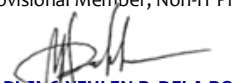

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The Professional Regulation Commission – National Capital Region (PRC – NCR) since 2017 has been occupying the office spaces that belong to PRC Central Office in P. Paredes Street, Sampaloc, Manila. However, the space of the current office has become a challenge in effectively implementing all the programs and services of the agency due to the increase in the number of personnel and increasing volume of transactions and client visits. In addition, due to the on-going renovation/rehabilitation works at PICC in preparation for the Philippine hosting of the Association of Southeast Asian Nations (ASEAN) Summit meetings in 2026, all offices of PRC Central located in the PICC, has been transfer back to PRC Central Office in P. Paredes Street, Sampaloc, Manila, last 17 March 2025. Due to the said transfer, the number of personnel and offices occupying the Central Office in P. Paredes Street, Sampaloc, Manila significantly increased which could no longer be accommodated as the current office of PRC Central Office is known for perennial congestion due to increasing volume of employees and clients.

The Professional Regulation Commission - NCR provides services that are intended to the professionals, would be professionals, academic populace, and international stakeholders brought upon by the globalization of professional practice hence the need for a decent, respectable and convenient environment.

The Professional Regulation Commission - NCR is urgently seeking an office space which could preferably house the Regional Office, must be located in a highly urbanized or urbanized neighborhood/community within five (5) kilometer radius from which PRC – Central Office (P. Paredes Street, Sampaloc, Manila) and PRC – NCR CBLE Testing Center (P. Sanchez Street, Sta. Mesa, Manila) was located to ensure economic efficiency in its operations, productivity and safety of its officials and employees, clients, guests, and the general public.

POLICY CONSIDERATION

Section 27, Rule IV of the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009 provides that all procurement should be done through competitive bidding, except provided in Rule IV of the IRR. Pursuant to Section 35.9 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009, it is preferred that government agencies lease publicly owned real property or venues from other government agencies.

If there is an available publicly-owned real property or venue that complies with the requirements of the Procuring Entity, it may enter into a contract of lease with the government-agency owner. In the event that the Procuring Entity would resort to privately-owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.




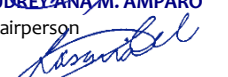
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National Capital Region
Regional Bids and Awards Committee

P. Paredes St., Sampaloc, Metro Manila
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OFFICE SPACE SPECIFICATIONS

The Professional Regulation Commission – National Capital Region (PRC-NCR) is seeking office space and CBLE examination room that meets the requirements and work place conditions for occupying the leased space. The property, along with other requirements outlined in this Terms of Reference, such as the preferred minimum specifications, facilities, lighting and ventilation systems, and IT requirements, must be prepared for occupancy.

The building/property must have the following technical specifications taking into consideration the guidelines set forth for the Lease of Real Property and Venue in Section 35.9 of the Implementing Rules and Regulations of Republic Act No. 12009 and standard real estate management practice:

The Office space must have the following facilities / amenities, viz:

I. LOCATION AND SITE CONDITION

1. ACCESSIBILITY

The location of the office space/property to be leased must be strategically located along major thoroughfares accessible directly by public transport, such as MRT/LRT Lines and/ PUB or PUV. The office space/property should be accessible to the commuting public. The building should allow comfortable entrance/exit to and from the building by staff, clients, PWD, senior citizens, and service providers. The building must make provision for access control which must be accessible to staff, clients and suppliers. There is a safe, covered drop off in front of the office building. The lessor provides easy access to employees, guests and bulk deliveries in a secure and timely manner.

2. DISTANCE FROM THE PRC CENTRAL OFFICE AND PRC NCR CBLE TESTING SITE

The building/property should be located within a 5 kilometer radius from the PRC – Central Office which is located at P. Paredes Street, Sampaloc, Manila and PRC – NCR CBLE Testing Center which is located at P. Sanchez Street, Sta. Mesa, Manila.

3. TOPOGRAPHY AND DRAINAGE


The building/property where the venue is located must be in a flood-free area and at least have adequate ground elevation and appropriate drainage facilities to prevent flooding.

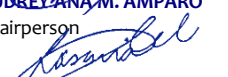


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4. SIDEWALK AND WAITING SHED

There must be a presence of pedestrian sidewalks and waiting sheds in the area for commuters. There must be a safe walkway going to the public transport terminal from the office building.

5. PARKING SPACE

The Lessor shall provide secured parking space for free, equivalent to one (1) parking slot for every 100 sq. meter of rentable space and fraction thereof for the exclusive use of PRC-NCR's service vehicles, employees and official visitors within the same building.

6. COMPLIANCE WITH BATAS PAMBANSA (B.P.) NO. 344, OTHERWISE KNOWN AS THE "ACCESSIBILITY LAW" AND ITS IRR

The office space/property must be compliant with the provisions of B.P. No. 344 and its IRR, and must have adequate and appropriate access facilities for Persons with Disabilities (PWDs).

II. NEIGHBORHOOD DATA

7. PREVAILING RENTAL RATE.

The office space/property monthly rental rate must not be more than **Two Million Seven Hundred Eighty-Three Thousand One Hundred Fifty-Eight Pesos and Thirty – Three Centavos (Php. 2,783,158.33)** inclusive of VAT, common use service area, association dues, and other applicable fees. The building owner shall assure the full disclosure of all fees, charges, and collections. Any undisclosed fees, charges, and collections are deemed waived by the lessor, and the lessee shall not be liable for the same. Payment of monthly rental shall commence upon the date of actual occupancy and after the expiration of the fit out period. PRC-NCR shall withhold the applicable withholding taxes on the Monthly Rent and the Advance Rent and timely remit the same directly to the BIR on such dates that the pertinent withholding tax returns are required to be filed. With respect to the CWT, the CWT so withheld and remitted shall be duly credited in favor of LESSOR in the pertinent CWT returns.

LESSOR must have a Landbank of the Philippines (LBP) Account. Payment will be made through bank deposit to the LESSOR'S LBP Account. Otherwise, bank charges will be borne by the lessor.

An acknowledgement of possession and occupancy shall be executed by the parties upon the commencement of the contract term.




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8. SANITATION AND HEALTH CONDITION.

The building/property must have appropriate and adequate toilets and lavatories for the exclusive use of PRC NCR employees, guests and clients. The PRC NCR should also be allowed to install additional toilets and lavatories as the need arises and make the necessary works and/or repairs on the existing and additional toilets and lavatories.

9. ADVERSE INFLUENCE

The property must be away from informal settlements and manufacturing areas with sensitive products or any neighboring facilities which may be potential sources of toxic/hazardous substances/materials. It must be distant from apparent areas that may cause disturbances in the workplace. The property vicinity must be free from informal settlers and ambulant/sidewalk vendors. There shall be no tenant and/or existing establishment in the building and within its vicinity whose nature of business involves, particularly but not limited to, review center for any PRC licensure examination and/or sale of review materials, books, handouts, electronics devices, gadgets, and other supplies and services which may come in conflict with PRC mandate and damage its image.

For Buildings that are still to be constructed/with vacant space for lease, no unit/space shall be leased to any person or establishment whose nature of business involves any of the immediately preceding paragraph, without written consent of PRC – NCR.

10. PROPERTY UTILIZATION

As the property is to be utilized as an office space by a Regional Office of a national government agency, its highest and best use shall be as a commercial building fit and equipped for business and office work.

The property must preferably have an available space for future expansion.

11. CAFETERIA, FOOD STORES, AND RESTAURANTS

The building/property must have a cafeteria or at least provide access to food stores and restaurants within its immediate proximity to cater to PRC NCR employees and guests.

12. BANKING/POSTAL/TELECOM

The building/property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services and government postal services or private mail and parcel couriers should likewise be within its proximity.




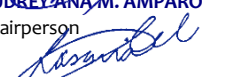
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13. POLICE AND FIRE STATIONS

The property must be located within two (2) kilometers from police and fire stations. The location of the building/property must be accessible to police cars and fire trucks

14. HEALTH SERVICE PROVIDERS/HOSPITALS

The building/property must be within the proximity of health service providers and/or hospitals.

III. REAL PROPERTY

15. STRUCTURAL CONDITION

The office space/property where the office space is located must be structurally sound and made of reinforced concrete, structural steel or combination of both which can carry a load equivalent to at least 250 clients in each of the designated waiting areas in addition to the office fixtures and machineries and with Certificate of Occupancy issued by the Office of the Building Official including the Structural Analysis Certification for the structural soundness and load capacity of the building. The building where the office space is located must be operational for not more than twenty (20) years and preferably, there is an available office space for future expansion.

16. FUNCTIONALITY

• SPACE REQUIREMENT

The total space requirement (rentable area) must not be less than two thousand square meters (2,000 sqm).

The rentable space/floor must be exclusive to the lessee considering that the equipment, supplies and paraphernalia and activities to be undertaken therein are all PRC National Capital Region related activities.

The LESSEE shall have full control and supervision over the entire office space, ingress and egress into the premises by individuals, including the LESSOR, its agents or employees.

Additional leasable space within the building/property to house the CBLE Testing Center in the future is preferable. The leasable office space/property must be a multi storey building with available office space at the lower floor, either ground floor or second floor, to accommodate PRC NCR clientele.





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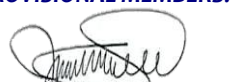

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The office space must be in good and habitable condition, and renovated in accordance with the agreed layout at no cost to the LESSEE.

The space must be strategically compatible with the space requirement of PRC NCR. The space will be divided into two venues as illustrated below,

A. Frontline Service Office with at least 330 square meter

Particulars	Area (sq.m)
i.Application Frontline Counters	10
ii.Registration Frontline Counters	10
iii.Records Frontline Counters	10
iv.Regulation Frontline Counters	10
v.Legal Frontline Counters	10
vi.Cashier Counters	10
vii.Customer Service Area Counters	10
viii.Public Assistance and Complaint Desk Counters	10
ix.Storage and Supply Room for office supplies and materials	15
xi.Printing Room (can accommodate at least 50 person)	100
> Comfort Room with Shower for (Female)	10
> Comfort Room with Shower for (Male)	10
xii.Shredding Room	50
xiii.Clinic/Lactation Room	5
xiv.Clients Area/Lounge	60
SUB TOTAL FRONTLINE OFFICE	330

- With seating capacity space for approximately 250 clients
- Printing Room with an area of at least one hundred twenty square meters (120sq.m.) with toilet and bathroom, pantry, storage cabinets, kitchenette with sink, and necessary reconfiguration of its air conditioning and exhaust system.

B. Back Office with at least 1,670 square meter and above

Particulars	Area (sq.m)
• Office of the Commission Proper	
> Office of the Chairperson (Offsite)	40
> Office of the Commissioner I (Offsite)	30
> Office of the Commissioner II (Offsite)	30
> Office of the Assistant Commissioner (Offsite)	30
> Office of the Resident Auditor	30
> PRB/VIP/Guest Lounge	30
> Comfort Room for VIP (Female)	10
> Comfort Room for VIP (Male)	10
• NCR REGIONAL OFFICE	
> Office of the Regional Director	25
> Office of the Regional Director Staff	15
▪ ID Printing Room	15
• Office of Finance and Administrative Division Chief	20
> Office for Finance and Administrative Division Staff	
▪ Accounting Section	15
▪ Accounting Records Room	5
▪ Cash and Disbursing Section	15
▪ Cash Records Room	5
▪ Budget Section	15
▪ Budget Records Room	5
▪ HR Section	20
▪ HR Records Room	10
▪ ICT Section	15
▪ Data Center Room	10
▪ IT Storage Room	10
▪ Records Section	25
▪ Rating/Records Room	10
▪ Property Section	15
▪ Files Storage Room	5
▪ Bids and Award Committee	15
▪ Bid Docs Room	5



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Particulars	Area (sq.m)
• Office of Licensure and Registration Division Chief	20
➢ Office for Licensure and Registration Division Staff	
▪ Application Section	
▪ Business Cluster	22.5
▪ Engineering Cluster	22.5
▪ Health Cluster	22.5
▪ Technology Cluster	22.5
▪ Storage Room	15
▪ Examination Section	90
▪ Storage Room	15
▪ Registration Section	
▪ Initial Registration Unit	30
▪ Certification and Authentication Unit	30
▪ ID Printing Unit	30
▪ Storage Room	25
• Office of Legal Division Chief	20
➢ Office for Attorney	10
➢ Office for Attorney	10
➢ Office for Legal Division Staff	60
▪ Case Storage Room	10
➢ Hearing Rooms 1 (soundproof)	15
➢ Hearing Rooms 2 (soundproof)	15
➢ Hearing Rooms 3 (soundproof)	15
➢ 1 waiting room for case clients (parties/counsel)	15
• Office of Regulation Division Chief	20
➢ Office for Regulation Division Staff	
▪ Continuing Professional Development Section	15
▪ Accreditation, Inspection and Monitoring Section	15
▪ Professional Registry Section	15
▪ International Affairs Section	15
▪ Storage Room	10
▪ Virtual Inspection Meeting Room	15
• CBLE Examination Room convertible to Conference Room	410
• Reception Area	15
• Guard Barracks	10
• Janitor Barracks	10
• Drivers Barracks	10
• Pantry	50
• Two Male Comfort room for the staff (4 lavatories, 4 urinals and 4 toilets cubicle with bidet)	30
• Two Female Comfort room for staff (4 lavatories and 4 toilets cubicle with bidet)	30
BACK OFFICE TOTAL	1,670

Inclusion: Parking space/lots: at least 20 slots

CUSA: System loss and power factor adjustments (if applicable), common restroom, common pantries

Note: Rentable Area refers to the total area of the real estate in square meters being occupied or to be occupied by the Lessee less the common area like lobby, stairway, elevator hall, common comfort room, machine room for air conditioner, and other areas of common use by the public or upper floor occupants. (GPPB, implementing Guidelines for Lease of Privately-Owned Real Estate and Venue, Appendix B Item 1.1.4 GPPB Resolution No. 08-2009).




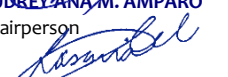
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• **OFFICE SPACE LAYOUT**

The leasable space must be free from any obstruction that would hinder the PRC NCR from its proper and efficient use.

• **MODULE**

The building/property office interior shall be designed, constructed and completed preferably in accordance with the specifications as may be mutually agreed by both parties during the Post Qualification Stage. The layout must be able to accommodate a modular type arrangement. The space must have modular partition walls that can be pre-assembled into PRC National Capital Region desired design.

- i. Office Area
 - a.) Ready for Occupancy
 - b.) Requires minimum repair works
 - c.) With very presentable floor tiles or carpeted floors
 - d.) With very presentable ceiling
 - e.) Preferably with existing modular workstation
 - f.) Preferably with existing soundproof room
 - g.) Preferably with existing conference tables, chairs
 - h.) Preferably with clean glass partitions and doors
 - i.) Provision for additional air conditioning units
 - j.) Standard fire protection system
 - k.) Painted walls and partitions
 - l.) Complete electrical and lighting fixtures, convenience outlets, and installed telecommunication/data cables

17. CIRCULATION AND ACCESSIBILITY

The building/property must provide adequate and appropriate areas and facilities for the proper and unobstructed movement of PRC NCR employees and its guests through, around, and within the premises. Additionally, the building/property must have a loading and unloading bay or an adequate area that would allow the proper delivery of goods to the PRC NCR.

18. CEILING, LIGHT AND VENTILATION

Ceiling heights shall not be less than 2.40 meters (8 feet), measured from the floor to the ceiling. Provided that for building/s of more than one storey, the minimum ceiling height of the storey shall be 2.70 meters (9 feet) and 2.40 meters (8 feet) for the second storey, and succeeding storey.

The building/property must have proper lighting and ventilation system, especially the leasable space and common areas within the building.




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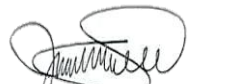

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Preferably, the building has a centralized air-conditioning system at the common areas of the building. The leased premises must also have well ventilated Comfort Rooms (CRs) with working fixtures such as lavatory, bidet and water closet in each floor for both males and females.

IV. FACILITIES

19. WATER SUPPLY

The office space/property where the venue is located must have sufficient water supply within the said building/property for the exclusive use of PRC National Capital Region employees and its clients. The LESSOR must provide a tapping point and a separate or sub-distribution revenue meter for the water supply for the PRC National Capital Region.

20. LIGHTING AND ELECTRICAL SYSTEM.

The office space/property where the venue is located must have sufficient electrical and lighting fixtures, and convenience outlets. There should also be provisions for an electrical system for the air-conditioning units and other office equipment for installation. There must also be main three (3) Phase electrical power supply with main circuit breaker which rating is sufficient to accommodate the minimum required total electrical load of the office and necessary transformer to accommodate the load requirement of PRC National Capital Region.

There must be an electrical distribution panel with provision of single-phase and three-phase power supply for air-conditioning units and other office equipment to be installed and double throw breaker/ATS for the installation of generator set, as well as sufficient and in good working condition electrical fixtures such as lighting fixtures and convenience outlets. There must be proper lighting (LED fluorescent in compliance with DOE directive). All lighting fixtures must have a minimum lifespan /warranty of 3 years, otherwise all busted lights within 1 year of occupancy shall be replaced free of charge by the Lessor. All electrical components within the building shall meet the electrical load requirement of PRC National Capital Region and must all be in good working condition. Adequate space for stand-by generator sets shall be provided, if applicable; The LESSOR must provide a tapping point/panel board and a separate or sub-distribution revenue meter for the electric supply of the PRC National Capital Region.

21. ELEVATORS

The office space/property where the office space is located must have safe and adequate passenger/service elevators or escalators for the use of PRC National Capital Region employees and its guests if the building is three (3) storey or above. When necessary the building owner shall immediately undertake maintenance and repair the elevator/escalator.




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The elevator or escalators shall be accessible for use by the PRC –NCR employees/staff/guest/suppliers, including clients who are PWDs, Senior Citizens and pregnant women, without additional fees and charges.

22. FIRE ESCAPES AND/OR EMERGENCY EXITS

The office space/property where the office space is located must have adequate and appropriate fire escapes and emergency exits for the proper egress of PRC National Capital Region employees and its clients in cases of emergencies. It must also have a functioning Fire Detection and Alarm System (FDAS) and/or sufficient number of portable, cylindrical fire extinguishers at the common areas of the building as required by the Bureau of Fire Protection taking into account the size or area of the leasable space.

23. I.T. REQUIREMENTS

The office space/property where the venue is located must have the following:

- A. Internet and communication system provisions. The building/property must have ample and appropriate provisions for the installation of internet and communication systems (e.g. risers piping, data center, etc.).
- Provision on the installation of horizontal and vertical network cabling (Structured Cabling)
 - Adequate Space for the installation of wireless communication (antenna) on the roof deck (at least 2.0m.) shall be provided, free of charge; subject to the approval of the LESSOR
 - Ceiling should have at least 0.30 meters' clear space for the installation of horizontal cabling of data cables
 - Provision of Fiber Optic connection near the office location;
 - Provision of Switch Room for structure cabling
 - The ceiling preferably has a removable/detachable acoustic board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables wiring harness;
 - With facility for cable entry (service entrance) for the possible installation of cables from telecommunication companies going to the RISER and Telecommunication Room/Server/IT Room.
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Professional Regulation Commission
National Capital Region
Regional Bids and Awards Committee

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Tel. Fax: 53100026
Email: ncr.bac@prc.gov.ph



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- The building is ready for internet and telephone connection such as through these service providers: PLDT, Smart, Globe, Eastern Telecom, etc.

B. Installation and repair of ICT equipment.

The PRC NCR should be allowed to make the necessary alterations to walls, floors, and ceilings for the installation and repair of ICT equipment and shall be given unlimited access to the leasable space for the installation and repair of ICT equipment.

V. OTHER REQUIREMENTS

24. MAINTENANCE AND WASTE DISPOSAL

The owner of the office space/property must provide sanitary garbage disposal and space within the premises of the building/property where the PRC National Capital Region can dispose of its waste.

25. FACADE, DESIGN, AND ATTRACTIVENESS

The building/property's overall facade, architectural design, and location must be appropriate for the Professional Regulation Commission – National Capital Region as the premier government agency delivering service to the professional sector of the country. The office space is attractive, well-lighted with natural light and fit for office work. The LESSOR must also provide for provision or space for the PRC - NCR signage visible to the public. Allows potted plants in the building.

VI. FREE SERVICES AND FACILITIES

26. JANITORIAL AND SECURITY

The LESSOR should provide janitorial and security services for its common use service areas and allow the PRC NCR to provide its own additional janitorial and security service providers with respect to the leasable spaces. Office building has 24/7 security. Garbage collection services and/or room is provided to all building tenants by the lessor.

27. AIR-CONDITIONING

The building/property must have an adequate air-conditioning system for all leasable spaces and common use service areas.




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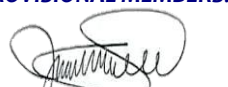

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28. REPAIRS, RENOVATIONS AND MAINTENANCE

The LESSOR shall ensure or allow the maintenance and immediate repair of the leasable spaces and common use service areas. Provision of repair and maintenance to common use service area and air-conditioning units. The LESSOR shall ensure that the building is free from stray animals, and shall provide regular pest, termite and rodent control services at least once a year or as may be necessary. The LESSOR shall undertake painting and repainting of the ceiling and walls at least once a year with the schedule to be agreed upon.

The LESSOR shall install tiles and undertake retiling as may be necessary, job work to be scheduled by PRC-NCR. The LESSOR shall undertake the repair of water pipes and drainage to ensure that the building has no water pipe leaks as may be necessary. The LESSOR shall provide personnel to attend repair and with the maintenance works such as but not limited to plumbing electrical cabling and wiring, etc. Partitions, improvements and renovations for existing building shall be for the account of the prospective bidder in accordance with the specification and floor plan as mutually agreed by both parties during the Post Qualification Stage. Provided the same must be completed within one (1) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor. All major repairs during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage brought by natural or man-made calamities shall be undertaken by the lessor for its account, EXCEPT, if the damage is caused deliberately by the lessee.

VII. DURATION OF THE CONTRACT

29. TERM OF LEASE

The lease shall commence upon turnover of the Leased Premises and will end on September 30, 2027 (Referred to as the "Leased Term").

An acknowledgement of possession and occupancy shall be executed by the parties upon the commencement of the contract term.

30. ALTERATIONS AND RENOVATIONS

Notwithstanding item No. 15 (Module), the Lessor shall allow the PRC National Capital Region to make renovations and alterations, both minor and major, in the leasable space and to employ and give access to its own contractors, for one (1) month. Any alterations, physical additions or improvements to the leased premises made by the PRC National Capital Region shall remain its property. Upon the termination of the Lease Term, the PRC National Capital Region shall be entitled to remove any such alteration, addition or improvement, provided that the same shall not result in any structural damage to the leased premises.





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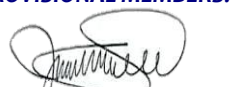

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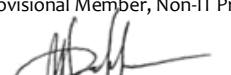

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31. NAMING AND SIGNAGE

The PRC National Capital Region shall be allowed to erect or put up appropriate signage. PRC National Capital Region acknowledges that all signage locations and plans are subject to the final approval of the LESSOR whose approval should be issued within a reasonable period and not unreasonably withheld.

32. COMPLIANCE WITH LAWS, RULES AND REGULATIONS GOVERNING PROCUREMENT

By submitting its bid, interested parties expressly signify acquiescence to compliance with the provisions of Republic Act 12009, its Implementing Rules and Regulations (IRR) and all the issuance from the Government Procurement Policy Board(GPPB), and all other agencies exercising regulatory authority over this transaction.

Specific restrictions and/or guidelines as may be provided by the GPPB, or other government agencies and entities exercising supervisory or regulatory functions over PRC National Capital Region and/or the subject matter of this procurement shall be included and made an integral part of the contract.

Contract provisions, especially, although not limited to those involving contract implementation and termination, running contrary to any restriction or issuance by GPPB, and/or other government agencies and entities exercising supervisory or regulatory functions of PRC National Capital Region and/or the subject matter of this procurement, as well as any established process/procedure of PRC National Capital Region, shall be removed or modified accordingly.

Submission of bid thus serves as agreement and consent of interested bidders to see to it that any and all additional requirements apart from what is stated in the relevant laws, rules and regulations governing this procurement, which other government agencies or entities may require, shall be complied with. Any information which bidders may acquire from PRC National Capital Region through this procurement shall be, as far as applicable and practicable, governed by the provisions of the Data Privacy Act.

Any and all additional expenses which may be deemed necessary for PRC National Capital Region to effectively and efficiently execute the contract of lease for this procurement shall be included in the determination of the lowest calculated bid. The Offer sheet must contain any and all additional charges, apart from rent, which shall be imposed by the interested bidder as prospective lessor. Any charge not included in the offer sheet may not be imposed by the interested bidder during contract drafting and execution.




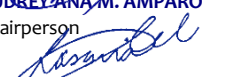
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Any provision which may hinder or create a more onerous requirement detrimental to the performance of functions of PRC National Capital Region in the ordinary course of business may not be included in the contract proper. The form of contract, as well as special conditions or provisions which the interested bidder imposes in their standard lease agreements, must be included in the submission of bids and shall be made part of the evaluation.

Any renewal of the contract subject of this procurement must likewise be subject to pertinent rules, regulations and issuances of the GPPB and all other government agencies and entities exercising supervisory or regulatory functions over PRC National Capital Region and/or the subject matter of this procurement.

33. QUALIFICATION OF THE BIDDER

The Lessor must be a reputable owner of the building and has been in the business for at least five (5) years.

34. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT

The building should be in compliance with R.A. No. 9514 (Fire Code of the Philippines).

35. MOVING-IN PERIOD

Upon the effectivity of the contract the Lessor shall grant the Lessee rent free moving – in period of not more than one (1) month. The Lessee shall notify the Lessor when the moving-in in a period shall commence.

CUSA and utilities used during the fit out period must be pro-rated if not started during the first day of the month or billing period. Meter reading for the utilities will be recorded during the start of the fit out and moving in period.

The Lessor shall undertake major repair and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/ systems/component caused by natural or man-made calamities. The expenses for the aforementioned shall be shouldered by the Lessor. Leasehold improvement shall be allowed prior to written approval of the Lessor.

Any movable structures installed by PRC National Capital Region may be removed if the office space is vacated.





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36. ADVANCE PAYMENT

PRC National Capital Region shall pay an advance rent equivalent to a maximum of two (2) months' rent of the first year of the Lease Term and which shall only be applied to and deducted from rentals falling due on the last two (2) months of the term of contract. At the end of contract, the advance rental shall only be applied once the lessee is cleared from property accountability and damages thereto.

37. SECURITY DEPOSIT

PRC National Capital Region shall maintain a Security Deposit in the amount equivalent to a maximum of one (1) month of office rent exclusive of VAT to answer for any damage to the leasable space on account of the fault or negligence of the PRC National Capital Region or to any unpaid obligation which the PRC National Capital Region may incur during the Lease Term, excluding damages resulting from normal wear and tear due to the reasonable use of the office space.

The Security Deposit shall be made together with the Advance Payment and the billing payment for the first month of lease after the rent free fit-out period.

The LESSOR shall notify the PRC National Capital Region 30 days before any deduction is made against the Security Deposit, during which period the PRC National Capital Region may contest the propriety of the intended deduction. Security Deposit or any remaining balance thereof shall be returned to the PRC National Capital Region at the expiration of the Lease Term.

Rental payment of the leased premises shall be in Philippine Pesos and will be based on the agreed amount per square meter, per month. The rent due shall be billed starting at the end of the first month, after the rent free fit-out period, and every end of the month thereafter. It will be paid by the PRC National Capital Region within the first fifteen (15) days of the succeeding month.

PRC National Capital Region shall deduct 5% Final VAT and 5% Expanded Withholding Tax (EWT) from the monthly billing. BIR Form No. 2307 (Certificate of Creditable Tax Withheld at Source) will be released upon their issuance of Official Receipt (OR).

38. ESCALATION CLAUSE

The rent shall be fixed within the contract period. No escalation rate shall be demanded during the contract period. In case of renewal, price escalation may only be considered starting on the third (3rd) year of the renewed lease, at the rate mutually agreed by both parties.





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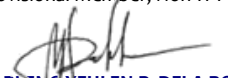

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39. CONTRACT COMMENCEMENT AND TERMINATION

The contract of lease shall commence on the date specified in the Notice to Proceed and shall be subject to the provisions of the Guidelines on Termination of Contracts under section 71 of the IRR of R.A. No. 12009.

The Bidder should be able to deliver the leased office space and its improvement/works within the periods specified herein, counted from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 12009 and the Implementing Rules and Regulation in case of non-compliance herewith.

At the expiration of the Lease Term or renewal thereof, or in the event of pre-termination, any material damage caused by abuse or neglect by PRC National Capital Region as determined by competent authority, or unpaid utility/ies, may be reimbursed by PRC National Capital Region subject to government accounting and auditing rules and regulations.

40. INSURANCE POLICY

The LESSEE may, at its option, secure fire insurance on the Leased Premises, the benefits of said fire insurance shall accrue in favor of LESSEE.

41. TAXES AND INSURANCE.

Real Estate Taxes on the unit and all kinds of government taxes, fees and other assessment as well as fire insurance charges, shall be for the account of the LESSOR.

42. DESTRUCTION OF PROPERTY BY FORCE MAJEURE

- a) TOTAL DESTRUCTION - In the event that the Leased Premises are totally destroyed or rendered wholly unusable for the purpose due to force majeure or fortuitous event without negligence on the part of LESSEE, whether insured against or not, this lease contract shall be deemed ipso facto extinguished and LESSEE shall pay only the remaining rental on a pro rata basis up to the date of the fortuitous event/force majeure;
- b) PARTIAL DESTRUCTION - If the destruction or untenability of the Leased Premises is partial, based on similar circumstances as letter (a) hereof, the LESSOR shall undertake the necessary repairs of the Leased Premises within 45 days or to proportionally reduce the rental, at the option of the LESSOR.




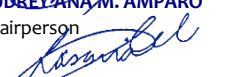
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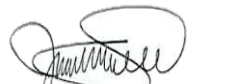

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43. EXPROPRIATION PROCEEDING

In the event that expropriation proceedings are instituted during the period of this lease by any government entity with authority to exercise such power and as a result of which the LEASED PREMISES become no longer useful for the purpose of the lease, any of the parties may rescind this contract upon giving the other party thirty (30) days written notice thereof.

In case of such expropriation, the LESSOR hereby UNCONDITIONALLY relieves and releases the LESSEE from any and all liabilities under the contract in connection or arising out of such expropriation proceeding on account of damage done or caused to the lessor's properties.

44. EXPIRATION OF PERIOD/TERM

Upon expiration of the period of lease, and without the parties mutually agreeing to renew the lease contract within the period specified herein, the lease contract is automatically terminated without prior written notice to LESSEE. LESSEE shall peacefully vacate the premises and surrender possession of leased premises to LESSOR; otherwise, LESSEE binds itself to pay the monthly rental stated herein, as reasonable compensation for the use of the premises.

45. ARBITRATION AND VENUE OF ACTION

All disputes arising from the interpretation or implementation of a contract shall be submitted to arbitration in the Philippines in accordance with the provisions of R.A. No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004," and its IRR.

However, in case the lease contract is with a government agency, all disputes or controversies arising thereto shall be adjudicated or settled in accordance with Presidential Decree No. 242

46. NON-WAIVER OF RIGHTS

The failure of either party to insist upon a strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any rights, privileges or remedies that the party may have herein, nor shall it be construed as waiver of any subsequent breach or default of the terms, conditions and covenants hereof.

Waiver of any rights, privileges or remedy hereunder shall be in writing and signed by the party concerned;

47. BINDING EFFECT OF CONTRACT

This lease contract shall be binding upon all heirs, legatees, assigns, executors and administrators of both the LESSOR and LESSEE.




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This Contract may not hereafter be modified or altered except by another instrument in writing duly signed by the parties hereto.

48. AUTHORIZED SIGNATORY

The LESSOR and LESSEE warrant that their respective signatories are authorized to sign for and on their behalf and to enter and execute this Contract of Lease.

49. MUTUALITY OF CONTRACT

The LESSOR and LESSEE bind themselves to respect the terms and conditions of this lease contract with utmost good faith and in accordance with existing laws, rules and regulations.

50. CRITERIA FOR EVALUATION

The bidder shall be evaluated in accordance with the set forth Guidelines for Lease of Privately in Section 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009 and related issuances, subject to the passing rate of Eighty Percent (80%). Post Qualification/Site Inspection shall be conducted by the PRC RBAC Members and the End-Users.

51. RESERVATION CLAUSE

The PRC NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with Section 70 of R.A. No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

ACKNOWLEDGEMENT AND COMPLIANCE WITH THE INSTRUCTIONS,
TERMS AND CONDITION, DOCUMENTARY REQUIREMENTS AND TERMS OF
REFERENCE FOR THE LEASE OF OFFICE SPACE AND ADDITIONAL CBLE
EXAMINATION ROOM OF PROFESSIONAL REGULATION COMMISSION -
NATIONAL CAPITAL REGION (PRC - NCR)
FROM FY 2025 - 2027

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,

DESIGNATION

PRINTED NAME OF COMPANY

ADDRESS

CONTACT NO./s



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ANNEX “B”

PRICE QUOTATION SHEET
FINANCIAL BID

LEASE OF OFFICE SPACE INCLUDING ADDITIONAL CBLE
EXAMINATION ROOM OF PROFESSIONAL REGULATION
COMMISSION – NATIONAL CAPITAL REGION (PRC-NCR) FROM
FY 2025 - 2027

through Section 35.9 Lease of Real Property and Venue of the
Implementing Rules and Regulations of Republic Act No. 12009.

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:

TOTAL BID/QUOTED PRICE
(RENTAL RATE, inclusive of CUSA, VAT and other charges,
excluding Security Deposit and Advance Rent):

₱ _____

(In Words)

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER’S OFFER
Name of Building:	
Location Address:	
Number of Floor/s:	
RENTAL RATE per MONTH	Php. _____/month
RENTAL RATE per SQUARE METER per MONTH	Php. _____/month
Total Area (in square meters and must state the number of floors)	_____sqm; _____floor/s _____sqm; _____floor/s
Total Parking Space (in square meters and must state the number of slots)	_____sqm; _____slots




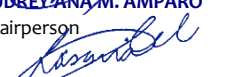
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Member

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Member

CARMI M. DELA CRUZ
Member

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

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Quotation or any Quotation you may receive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for LEASE OF OFFICE SPACE INCLUDING ADDITIONAL CBLE EXAMINATION VENUE OF PROFESSIONAL REGULATION COMMISSION - NATIONAL CAPITAL REGION (PRC-NCR) FROM FY 2025-2027. Attached herewith is the written authority issued by the Name of Bidder.

The undersigned is authorized to submit the bid on behalf of _____ [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



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“ANNEX C”

TABLE OF RATING FACTORS SHEET
FOR LEASE OF REAL ESTATE PROPERTY

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Quotation.

BIDDER: _____

ITEM	RATING FACTORS	WEIGHT (%)	RATING
I	LOCATION AND SITE CONDITION		
	1.Accessibility 1.1 Limited access to Public Utility Vehicle (PUJ, PUB, Taxi) and Trains (20%) 1.2 Accessible to Public Utility Vehicle (PUJ, PUB, Taxi) and Trains (30%) 1.3 Accessible to Public Utility Vehicle (PUJ, PUB, Taxi) and Trains within office proximity (40%)	40	
	2.Topography and Drainage 2.1 The building/property must be located in a flood-free area or must have appropriate drainage facilities and adequate ground elevation (5%) 2.2 The building/property must be located in a flood-free area and must have appropriate drainage facilities and adequate ground elevation (15%)	15	
	3.Sidewalk and Waiting Shed 3.1 Without sidewalk and waiting shed (0%) 3.2 With sidewalk and waiting shed (5%)	5	
	4.Parking Space 4.1 With 20 free parking slots for PRC-NCR and additional pay parking slots for PRC – NCR clients and employees near the building premises (15%) 4.2 With 20 free parking slots for PRC-NCR and additional pay parking slots for PRC – NCR clients and employees within the same building premises (30%)	30	


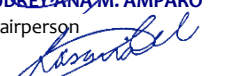




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	5.Land classification, utilization, and assessment 5.1 Not Urbanized (0%) 5.2 Highly Urbanized (5%)	5	
	6. Compliance with the Accessibility Law (BP. 344) Refer to appendix A of BP. 344 6.1 Minimum Compliance (2.5%) 6.2 Full Compliance (5%)	5	
		100	
II	NEIGHBORHOOD DATA		
	1.Prevailing Rental Rate per square meter 1.1 Php. 1,600 – 2,000 (20%) 1.2 Php. 1,000 – 1,500 (30%) 1.3 Php. 999 and below (40%)	40	
	2.Sanitation and Health Condition 2.1 Below four (4) toilets & lavatories (10%) 2.2 Four (4) or more toilets & lavatories (20%)	20	
	3. Property Utilization 3.1 Mixed-Used (5%) 3.2 Exclusive for office (10%)	10	
	4. Police, Fire Station and Health Service Providers 4.1 Beyond 2km from the building (5%) 4.2 Within the building or within 2km from the Building (10%)	10	
	5. Cafeterias, Food Stores, and Restaurants 5.1 Beyond 10 meters from the building (5%) 5.2 Within the building or within 10 meters from the Building (10%)	10	





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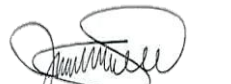

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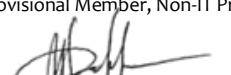

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	6.Bangking/Postal/Telecommunication		
	6.1 Beyond one (1) kilometer from the building (5%)	10	
	6.2 Within the building or within One (1) kilometer from the building (10%)		
		100	
III	REAL ESTATE		
	1.Structural Condition		
	1.1 if constructed 16-20 years ago from the time of bidding (5%)	20	
	1.2 if constructed 11-15 years ago from the time of bidding (10%)		
	1.3 if constructed 10 or less than 10 years ago from the time of bidding (20%)		
	2. Functionality		
	2.1 Light and Ventilation		
	2.1a Inadequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (5%)	10	
	2.1b Must be adequately lighted and ventilated in accordance with Rules 7 & 8 of the National Building Code (10%)		
	2.2 Space Requirement		
	2.2a Below 2,000 sq.m. without free 20 parking slots (0%)	10	
	2.2b Minimum of 2,000 sq.m. with free 20 parking slots (20%)		
	2.3 Module		
	2.3a Without existing modular workstation, soundproof room, conference tables and chairs (15%)	20	
	2.3b With existing modular workstation, soundproof room, conference tables and chairs (20%)		



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	2.4 Circulation 2.4a Without existing loading and unloading bay (0%) 2.4b Limited movement through, within and around the premises with existing loading and unloading bay (5%) 2.4c Easy movement through, within and around the premises with existing loading and unloading bay (10%)	10	
	3. Facilities		
	3.1 Water Supplies and Toilet 3.1a Absence of cistern tank and separate or sub-distribution revenue meters (0%) 3.1b with cistern tank and separate or sub-distribution revenue meters (5%)	5	
	3.2 Lighting System 3.2a Absence of backup generators and separate or sub distribution revenue meters (0%) 3.2b with backup generators and separate or sub-distribution revenue meters (5%)	5	
	3.3 Elevators 3.3a with at least two (2) passenger elevators and with 24/7 access to higher floors (2%) 3.3b with more than two (2) passenger elevators and at least one (1) service elevator with 24/7 access to higher floors (5%)	5	
	3.4 Fire Escapes and Emergency Exit 3.4a with less than 2 fire escapes and/or emergency exits and firefighting equipment in common areas (0%) 3.4b with at least two (2) fire escapes and/or emergency exits and firefighting equipment in common areas (2%) 3.4c More than two (2) fire escapes and/or emergency exits and firefighting equipment in common areas (5%)	5	




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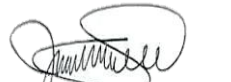

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	4. Other Requirements		
	4.1 Maintenance (Repairs and Renovation)		
	4.1a No Available on-call maintenance personnel for the facility (0%)	5	
	4.1b Available on-call (8am to 5pm) Monday to Saturday maintenance personnel for the facility provided by the Lessor (5%)		
	4.2 Building Aesthetics (Façade, Design and Attractiveness)		
	4.2a Dirty and unkempt (0%)	5	
	4.2b Clean looking and well maintained (5%)		
		100	


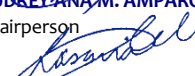
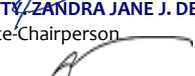

IV	FREE SERVICES AND FACILITIES		
	1. Janitorial and Security		
	1.1 Without building janitorial and security services (provision for janitorial and security services of PRC NCR on the rented area is non-negotiable) (0%)	40	
	1.2 With building janitorial and security services (provision for janitorial and security services of PRC NCR on the rented area is non-negotiable) (40%)		
	2. Airconditioning		
	2.1 Without ducting stub-out only (0%)	20	
	2.2 With ducting stub-out only (10%)		
	2.3 With ducting stub-out and air-conditioning unit (20%)		
	3. Repair and maintenance		
	3.1 Disallows the PRC NCR to make its own repair and maintenance (0%)	40	
	3.2 Allows the PRC-NCR to make its own repair and maintenance (40%)		
		100	



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ITEM	RATING FACTORS	WEIGHT (%)	RATING
I	LOCATION AND SITE CONDITION	x (.20) =	
II	NEIGHBORHOOD DATA	x (.20) =	
III	REAL ESTATE	x (.50) =	
IV	FREE SERVICES AND FACILITIES	x (.10) =	
FACTOR VALUE			

In order to determine the responsiveness to the specifications, PRC NCR shall require submission of documents and inspect the office space proposed by the Bidder and rate it using the Table of Rating Factors for Lease of Property and Venue, subject to passing rate of Eighty percent (80%).