



Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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REQUEST FOR QUOTATION
Negotiated Procurement – Lease of Real Property and Venue
RFQ No. 2025-41

Date: _____
Contact Person: _____
Name of Company: _____
Contact Details: _____
PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes St., Sampaloc, Manila, through its Bids and Awards Committee (BAC), is inviting you to participate in the **Procurement for the Lease of Training Venue and Room Accommodation for 25 to 27 June 2025** under **Negotiated Procurement – Lease of Real Property and Venue** under **Section 53.10** of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

NAME OF PROJECT: RFQ No. 2025-41
PROCUREMENT FOR THE LEASE OF TRAINING VENUE AND ROOM
ACCOMMODATION FOR 25 TO 27 JUNE 2025

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No.(02) 5-310-0037, or via email at bac@prc.gov.ph using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than 18 June 2025, at 9:00 AM**. Evaluation of quotation/proposal will be on **18 June 2025, at 11:00 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit;

In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment.



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2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (*for ABCs above P500,000.00*);
4. Notarized Omnibus Sworn Statement;
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

The ID of the Secretary or the Representative shall be attached.

- For individuals, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, a Certificate of Platinum membership may be submitted in lieu of the said documents.

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

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

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

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided OFFICIAL FORMS (Annex "A" & "B").
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. Award of Contract shall be made to the lowest quotation that complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement, on a bank-to-bank basis.
9. 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.
10. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

TERMS OF REFERENCE

Name of the Project :	PROCUREMENT FOR THE LEASE OF TRAINING VENUE AND ROOM ACCOMMODATION FOR 25 TO 27 JUNE 2025
Approved Budget for the Contract :	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of SEVEN HUNDRED NINETY-NINE THOUSAND PESOS (Php799,000.00) inclusive of all applicable bank and government charges.
Specification :	See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.



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**PROCUREMENT FOR THE LEASE OF TRAINING VENUE AND ROOM
ACCOMMODATION FOR 25 TO 27 JUNE 2025**

Project Scope

The service provider shall be able to provide venue including food, and other basic amenities for the 3-day event with the following specifications:

General Requirements

1. Event Dates: **25-27 JUNE 2025 (LIVE-IN ARRANGEMENT)**
Time Frame: 9:00 A.M. – 5:00 P.M. (100 participants)
2. Guaranteed number of participants: **100 pax**
3. Location: within National Capital Region, Central or South Luzon
: Training venue should be within 500-meter distance from the accommodation
4. Room Accommodation for:
 - 10 pax on 24-25 June 2025
 - 100 pax on 25-27 June 2025
5. Classroom set-up or Round Table set-up for 100 participants
6. Complimentary use of registration table in a designated registration area
7. Complimentary and unlimited use of stable internet access in the function room and in all Wi-Fi hotspots
8. Free parking spaces for at least five (5) vehicles

Specific Requirements

A. Venue

The service provider shall provide function hall/training hall during the duration of the activity, with ample space to accommodate the 100 participants. For the general safety and ease of the participants, it must be well-lighted and well-ventilated. The following items shall also be complimentary or free of use:

- Public Address (PA) Sound System with at least three (3) microphones
- At least one (1) Liquid Crystal Display (LCD) projector
- At least one (1) white LCD screen

B. Food

The service provider shall provide the following meal requirements for a maximum number of 100 pax:

- Day 1: Breakfast, Morning Snacks, Lunch, Afternoon Snacks and Dinner
- Day 2: Breakfast, Morning Snacks, Lunch, Afternoon Snacks and Dinner



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- Day 3: Breakfast, Morning Snacks, Lunch, Afternoon Snacks
- Free flowing coffee/tea/water during the conference
- Menus for each of the mealtime schedule would be subject to the approval of the Commission

C. Payment Scheme

The payment of the services rendered shall be made within 30 days upon receipt of the Statement of Account (SOA)/Billing Statement and other required documents 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.

D. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the RATING FACTORS FOR LEASE OF VENUE under Appendix B of the 2016 RIRR of Republic Act No. 9184, subject to the passing rate of **Seventy-Five (75%)**. Post Qualification shall be conducted by the PRC BAC Members and Secretariat and the end-users.

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF
REFERENCE FOR THE PROCUREMENT FOR THE LEASE OF TRAINING
VENUE AND ROOM ACCOMMODATION FOR 25 TO 27 JUNE 2025**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

DESIGNATION: _____

NAME OF THE COMPANY: _____



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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:

**PROCUREMENT FOR THE LEASE OF TRAINING VENUE AND
ROOM ACCOMMODATION FOR 25 TO 27 JUNE 2025**

TOTAL BID PRICE FOR THE PROJECT:

In Figures: _____

In Words: _____

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

Bidder's authorized signature over printed name

Designation:
Name of Company:
Address:
Contact No: