



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 310-0037



ARISTOGERSON T. GESMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairperson

MARIA LIZA M. HERNANDEZ
Member

HENRIETTA P. NARVAEZ
Member

MARIE JANE L. EDQUID
Member

GREGORIO B. DELLORO
Provisional Member, IT Projects

KAREN M. MAGSALIN
Provisional Member, Non-IT Projects

SECRETARIAT:

ROMEL B. RUIZ
Secretary

MARGIERY D. DULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

REQUEST FOR QUOTATION (Negotiated Procurement)

Date:

Contact Person:

Name of Venue/Company:

Address:

Contact details:

Dear Sir/Madam:

The Bids and Awards Committee of the Professional Regulation Commission is inviting you to participate in the Negotiated Procurement under Small Value Procurement, pursuant to Section 53.10 (Lease of Real Property and Venue) of the 2016 Revised IRR of R.A. No. 9184 for the project: **Lease of Venue (including food, activity venues, and accommodations) for the 2017 Professional Regulation Commission Family Day (PRC Outing).**

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

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

Thank you.

Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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REQUEST FOR QUOTATION (Negotiated 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 for the Project: Lease of Venue (including food, activity venues, and accommodations) for the 2017 PRC Family Day (PRC Outing) in accordance with Section 53.10 (Lease of Real Property and Venue) of The 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

Name of Project: Lease of Venue (including food, activity venues, and accommodations) for the 2017 Professional Regulation Commission Family Day (PRC Outing) - Rebid
NP-RFQ No. 2017-04

Approved Budget for the Contract: Two Hundred Ninety Thousand Pesos (₱290,000.00) (inclusive of all taxes)

Specification: See attached **Annexes "A & B"** for the Term of Reference and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually or through facsimile or email, duly signed by the owner or his duly authorized representative **on or before 1:00 o'clock in the afternoon of June 2, 2017** at the BAC Office, QMS Section, 3rd Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time the quotation/proposal will be opened at the Conference Room, 2nd Floor PRC Main Building, in the presence of the representative who may choose to attend.

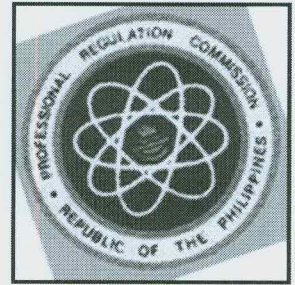
❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of twenty (20) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.



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Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit
2. PhilGEPS Registration Number
3. Income / Business Tax Return (Except for gov't. agencies as lessors)

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 contact the BAC Secretariat at Facsimile No. 310-0037

Very truly yours,

ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

TERM OF REFERENCE (TOR)

Lease of Venue (including food, activity venues, and accommodations) for the 2017 PRC Family Day (PRC Outing)

I. Scope of Service

The service provider should be able to provide the food, activity venues, and accommodations with the following specifications:

General Requirements

1. Price Quotations for one whole day;
2. Event date: June 24, 2016 (Saturday);
3. Location should be nearby provinces, approximately two to three (2-3) hours away by land from Metro Manila;
4. Guaranteed number of persons: 290 pax;
5. Accommodations, meals (lunch and PM snacks only), and use of facilities and other amenities;
6. Open area for outdoor activities enough to accommodate 290 people;
7. In-house outdoor games and/or teambuilding activities;
8. Complementary taurpaulin;
9. **Complementary rooms for one (1) night good for 10 pax;**
10. Free parking space for participants; and
11. Rates/Quotations should be denominated in the Philippine Peso and inclusive of 12%VAT and all other applicable taxes and charges.

Specific Requirements

A. Venues for Activities

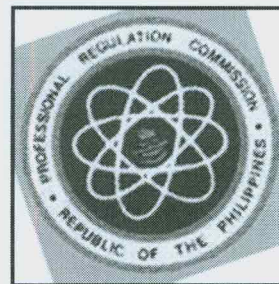
The service provider shall provide venue for various activities during the duration of the event. **However, in case of bad weather conditions, outdoor activities shall be conducted in a covered area/room.** Below are the minimum requirements:

- Spacious outdoor area than can accommodate minimum of 290 people;
- With provision for audio/PA system, including microphones;
- Banquet area for Lunch and PM Snacks;
- Separate table set-up for Secretariat and Registration;
- In-house outdoor games and/or activities with facilitator;
- Complementary use of outdoor/sport facilities and equipment for the program activities;
- Use of swimming pool;
- Comfort Rooms – for men and ladies (separately); and
- Other activities that the provider may offer



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B. Meals

The catering services shall be guided or managed buffet. Requirement for meals shall include Lunch & PM Snack. Actual menus shall be subjected to the approval of the PRC - PRC Family Day (PRC Outing) Committee.

C. Accommodation (Rooms)

- Complementary rooms for one (1) night good for 10 pax for the advance party who shall arrive a day before the event

II. Approved Budget for the Activity

The Approved Budget for Contract (ABC) is Two Hundred Ninety Thousand Pesos (P290,000.00) inclusive of 12% VAT and all other applicable taxes and charges.

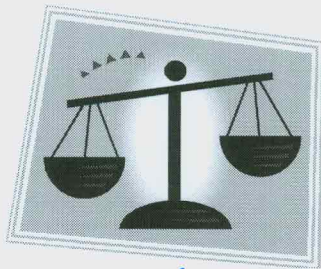
III. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the rating factors for lease of venue under Appendix C of the 2016 RIRR of Republic Act No. 9184. Post Qualification shall be conducted by the PRC BAC Members and Secretariat and the PRC Family Day (PRC Outing) Committee Members.

IV. Payment Scheme

The payment of the service rendered by the Service Provider shall be made upon its issuance of the billing statement.

Failure to comply with the Terms and Conditions of the contract will result in the payment of the corresponding penalties/liquidated damages in the amount equal to 10% of the contract prices by the winning service provider.




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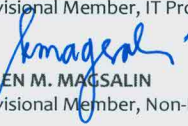

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ANNEX "B"

PRICE QUOTATION SHEET FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

Total Bid Price for the Project (Inclusive of all Taxes)

In Figures: _____

In Words: _____

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

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No: _____