



Bids and Awards Committee

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



ARISTOGERSON T. GESMUNDO
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Vice-Chairperson

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Provisional Member, IT Projects

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Member

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Member

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 and accommodation) for the Conduct of 2017 PRC Registration Division Teambuilding Activity 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 and accommodation) for the Conduct of 2017 Professional Regulation Commission Registration Division Teambuilding Activity
RFQ - NP No. 2017-06

Approved Budget for the Contract: One Hundred Thirty Thousand Pesos
(₱130,000.00) (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 via email, duly signed by the owner or his duly authorized representative **on or before 1:00 o'clock in the afternoon of June 21, 2017** at the QMS Section/BAC Office, 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.

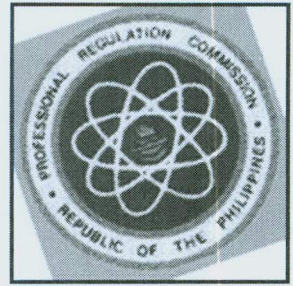
❖ TERMS AND CONDITIONS

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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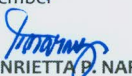
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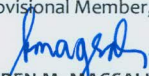

ARISTOGERSON T. GASMUNDO
Chairman

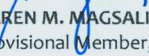

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Member

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

1. Valid Mayor's / Business Permit
2. Valid PhilGEPS Registration Number
3. Latest 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

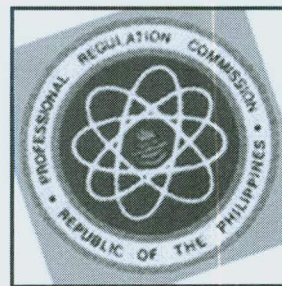
Very truly yours,


ATTY. ARISTOGERSON T. GASMUNDO
Assistant Commissioner
BAC Chairman



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ANNEX "A"

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TERM OF REFERENCE (TOR)

Lease of Venue (including food and accommodation) for the Conduct of 2017 PRC Registration Division Teambuilding Activity

I. Rationale

The 2017 PRC Registration Division Teambuilding activity will be conducted outside of the PRC Central Office in an environment with appropriate facilities to maximize the attainment of objectives of the program. For this purpose, an external service provider will be contracted to provide the venue, food, and accommodation.

Objective:

1. Development of communication skills, by which team members are expected to learn the importance of communicating ideas and experiences among the group to accomplish goals;
2. To discover how to structure their planning time to produce maximum results, as well as learn how to avoid the planning pitfalls that every leader faces. Moreover, they get to learn guidelines for keeping the team focused on productive planning; and
3. To develop the skills on managing difficult people, skills in leading organization change, and skills in discovering training techniques that produce results, change management in becoming a high performance team, resolving conflict, and setting goals .

II. Scope of Work and Job Specifications

The service provider should be able to provide function room, accommodation, food and basic facilities with the following specifications:

A. General


- Inclusive date: July 14 - 15, 2017 (1 day & 1 night);
- Location: Zambales and other provinces near Metro Manila;
- Accommodations, meals, and use of facilities and other amenities;
- Function room for the indoor activities enough to accommodate 80 people;
- Guaranteed number of participants – 80 pax;
- Required no. of parking slots: Minimum of 3 parking slots (1 bus, 2 vans);
- Open area for outdoor activities;
- Air-Conditioned rooms good for 80 pax;
- Facility for emergency power supply;

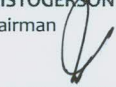


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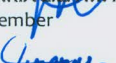
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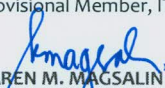

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- In-House Teambuilding Programs or Teambuilding Facilities; and
- Rates/Quotations should be inclusive of 12%VAT and all other applicable taxes and charges

B. Venues of the Activities

The opening and closing ceremony shall be conducted at the function room. The activities of the program shall be conducted mostly outside of the function room.

- a. Air-conditioned Function Room with the following specifications and requirements:
 - ✓ Can accommodate a minimum of 80 pax with enough space for group activities;
 - ✓ With an audio/video system and at least two (2) microphones;
 - ✓ Whiteboard, markers, and erasures;
 - ✓ Chairs and tables; and
 - ✓ Wi-Fi connection.
- b. Outdoor teambuilding facilities for the outdoor activities on the 2nd day:
 - ✓ Can accommodate minimum of 80 pax with enough space for group activities;
 - ✓ Free use of facilities and equipment, but not limited to the following:
 - Kabanas/cottages and/or tents
 - Swimming Pool
 - Gym facilities
 - ✓ Other outdoor activities that the provider may offer
- c. Comfort Rooms – for men and ladies (separately)

C. Meals

The catering services shall be guided buffet. Requirement for meals shall include the following:

- Day 1 (July 14, 2017): Managed Dinner (upon arrival)
- Day 2 (July 15, 2017): Managed Buffet Breakfast, AM snack, Lunch & PM Snack
- Continuous provision of potable drinking water during the entire duration of the event
- Menus are subject to the approval of the Chief/OIC of the Registration Division or her duly designated authorize personnel

D. Accommodation (Rooms)

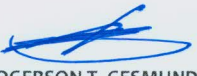
- Accommodation for 80 pax for 1 day and 1 night




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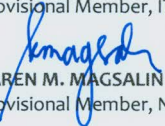

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- Air Conditioned rooms with basic hotel room facilities including a complementary bottled water for each guest
- Hot and cold shower
- Furnished with cable television closet, clean toilet and bathroom, beddings, towels and toiletries (tissue, shampoo, conditioner and soap)
- With WI-FI connection

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 RIRR of Republic Act No. 9184. Compliance Rating and Post Qualification shall be conducted by the PRC BAC Members and Secretariat and the Heads of the Offices/Divisions of the PRC Regulations Office.

V. Payment Scheme

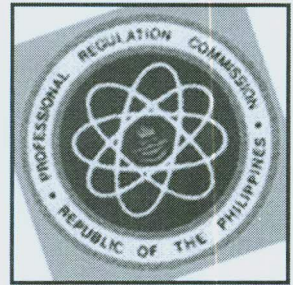
The payment of the service rendered by the Service Provider shall be made upon its issuance of the billing statement and the corresponding Certificate of Satisfactory service by the end user.

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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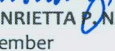


ANNEX "B"


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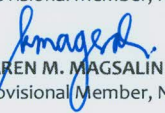
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PRICE QUOTATION SHEET FINANCIAL BID

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: _____




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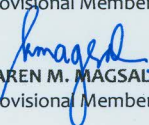

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REQUEST FOR QUOTATION (Negotiated Procurement)

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 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 and accommodation) for the Conduct of 2017 Professional Regulation Commission (PRC) Registration Division Team Building Activity.**

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