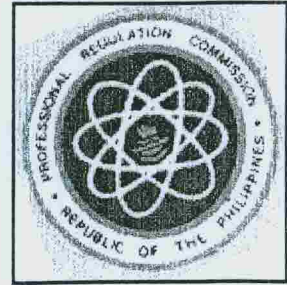




Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St. cor. N. Reyes St., Sampaloc, Metro Manila
Tel. No.: 736-2243
Fax: 736-2243



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Chairman

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Vice-Chairman

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Member

November 16, 2016

REQUEST FOR QUOTATION

LEASE OF OFFICE SPACE FOR THE TEMPORARY RELOCATION OF THE OFFICES OF THE PROFESSIONAL REGULATORY BOARDS, PRB SECRETARIAT AND THE CONTINUING PROFESSIONAL DEVELOPMENT OF THE CENTRAL OFFICE

(THROUGH NEGOTIATED PROCUREMENT PURSUANT TO SECTION 53.10
OF THE IMPLEMENTING RULES AND REGULATIONS OF R.A. 9184 AND
GPPB RESOLUTION NO. 08-2009)

The Professional Regulation Commission (PRC) Central Office, through its Bids and Awards Committee (BAC), invites interested parties to submit quotation for the Lease of Office Space for the Temporary Relocation of the Offices of the Professional Regulatory Boards, PRB Secretariat and the Continuing Professional Development of the Central Office through Negotiated Procurement / Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with an **Approved Budget for the Contract of THREE MILLION NINE HUNDRED THOUSAND PESOS (P3,900,000.00) A YEAR with a ceiling price of P650.00/sq. meter (VAT inclusive).**

The space shall be delivered by the owner of the building pursuant to the needs by the PRC based on the aforementioned budget.

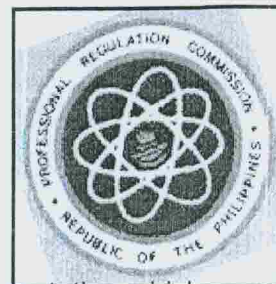
❖ TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine peso shall be inclusive of all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



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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. The Bidder should deliver the building within one (1) month after the Notice of Proceed.
7. The Bidder shall provide separate electric and water meters for the lessee.
8. Any erasure or overwriting in the price quotation sheet shall be valid only if they are properly signed by the owner or his duly authorized representative/s.

❖ SPECIFICATIONS

I. Location

- ✓ The proposed location of the Office Space will be along the major thoroughfare of the City of Manila or neighboring cities where the said location is not prone to flooding. It should be located in an area accessible to majority of the Officials and employees, stakeholders, near government agencies, banks, food outlets, presence of police and fire stations within reasonable distance. The property is located in a sanitary and healthy environment, and not in an area where there could be adverse influence to its usage.

II. Space Requirement

- ✓ The space requirement must be between **FIVE HUNDRED (500) TO SIX HUNDRED (600) SQUARE METERS**, with FREE sufficient parking slots for PRC officials and employees, and guests.
- ✓ Monthly rental includes common area maintenance and operating costs.
- ✓ The property's highest and best use is for an office building.
- ✓ The building's leasable spaces area with proper lighting and ventilation.
- ✓ The building's leasable spaces are adequate for the area requirement and lay out.

Refer to Annex "B" for the list of personnel and area required per usage.

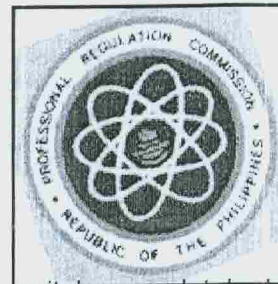
III. Structural, Equipment and facilities

- ✓ The building is structurally safe, made of reinforced concrete, structural steel or combination of both.
- ✓ The building is properly maintained.
- ✓ The building's overall façade and architectural design is appropriate for an office.
- ✓ There should be a provision for electrical system (single-phase and three phase) for airconditioning units and other office equipment installed.



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- a. All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition.
- b. All electrical components within the building shall meet the electrical load requirements provided for by PRC.

- ✓ There should be ample provision for communication lines/system.

IV. Building Specifications

- ✓ Necessary improvements and installations to meet the minimum requirements of PRC shall be undertaken by the Lessor, the cost of which must already be integrated in the monthly rental fee.
- ✓ The building has facilities for:
 - ☞ Water supply
 - ☞ Power supply
 - ☞ Elevators (if applicable)
 - ☞ Fire/emergency exits
 - ☞ Fire fighting equipments
 - ☞ Emergency lights
- ✓ The building should be ready for the installation of building security system (CCTV Cameras).
- ✓ The building should allot space for the provision of air conditioning system.
- ✓ Floor to ceiling clearance must be at least 2.40 meters.
- ✓ The building has an adequate space for the installation of the horizontal/vertical signage.
- ✓ Electrical outlet /systems for the sufficient lighting of the PRC signage must be provided.
- ✓ PRC shall be allowed to clip portion of walls and floors for the installation of A/C units and other equipment when necessary. In addition to the building central AC, PRC offices should be provided with support split type AC to be used beyond the building's central AC shut off time.
- ✓ The office interiors should be designed and completed in accordance with the requirements:

WORK AREA

Floor Tile

Acceptable floor finishes

Dry Wall

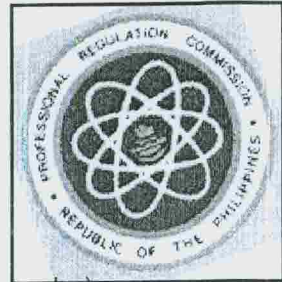
At least ¼ Thick Plywood/ masonry wall

Wall Finish



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Enamel Paint for wooden part (acceptable color)
Latex Paint for masonry wall (acceptable color)

Door

Flush Door (Interior)

Door Jamb

2"x4" Wooden Jamb

Ceiling

Plywood or gypsum board fixed ceiling

Lighting

Recesses and T-runner type of CFL
Fixture: 2-18w fluorescent lamp (daylight)
Die-formed parabolic mirrorized aluminum reflector and
multi-lined satin finished aluminum louver

V. Free Services and Facilities (for common use area)

- ✓ The building has provisions for security services.
- ✓ The building has provisions for air conditioning system.
- ✓ The building has provisions for repair and maintenance.
- ✓ The building has provisions for sufficient water & power supply.

VI. Term of Lease

The basic term of contract shall be for a period of one (1) year, subject to renewal, at the option of the lessee.

VII. Post Qualification Process

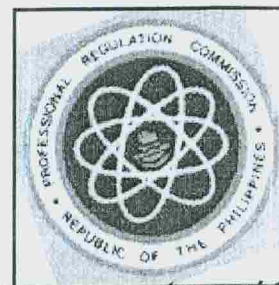
Procurement of the project will be conducted through Negotiated Procurement pursuant to Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and the Government Procurement Policy Board (GPPB) Resolution No. 08-2009 and is restricted to Filipino Citizens/Sole Proprietorships, organization with at least (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights of privileges to Filipino Citizens, pursuant to Republic Act 5183 and subject to Commonwealth Act 138.

Prospective Bidders shall submit their Financial Proposal using the Price Quotation Sheet (**Annex "A"**) and shall indicate therein the **total area proposed**



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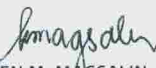

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for lease as well as the corresponding unit price per square meter and total rent for one (1) year. The Bid price must be in words and figures as appearing in the form. Abbreviations shall not be accepted. The BAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid. In case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. Any erasure or alteration on the Bid Form must be signed by the bidder's authorized representative.

Each bidder shall submit, through courier/personal delivery, one (1) sealed envelope which shall contain the Price Quotation Sheet (**Annex "A"**). **The sealed envelope shall contain the following information: (a) the address of the BAC; (b) the name of the project; (c) name of the bidder, and (d) a note stating not to open the sealed envelope before the date and time of Bid Opening.**

The bidder with an offer compliant to the space requirement and with the lowest unit price per square meter shall be declared as the Lowest Calculated Bid (LCB), and the real estate offered shall be rated in accordance with the technical specifications under Annex A, the implementing Guidelines of R.A. No. 9184.

The bidder with the LCB shall advance to the post-qualification stage by the PRC BAC.

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 Receipt) in lieu of these documents temporarily. All pending documents shall be complied with and duly submitted to PRC prior to the signing of the Lease Contract.

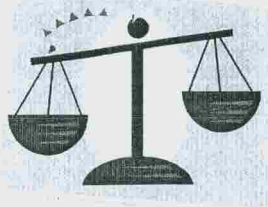
The contract shall then be awarded to the bidder with the highest rate and which passed the post-qualification stage.

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

Interested bidders who are legally, technically and financially capable may submit their quotation, duly signed by the owner or his duly authorized representative not later than **10:00 o'clock in the morning of November 25, 2016 (Friday)** at the BAC Office, QMS Section, 3rd Floor, PRC Annex Building at P. Paredes St., Sampaloc Manila; at which time the sealed envelope containing the Bids will be opened at the 2nd Floor Conference Room, PRC Main Building, in the presence of the Bidder's representatives who may choose to attend.

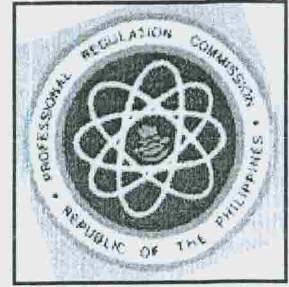
Very truly yours,


ATTY. ARISTOGERSON T. GESMUNDO
Assistant Commissioner
BAC Chairman



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"ANNEX A"

PRICE QUOTATION SHEET FINANCIAL BID

LEASE OF OFFICE SPACE FOR THE TEMPORARY RELOCATION OF THE OFFICES OF THE PROFESSIONAL REGULATORY BOARDS, PRB SECRETARIAT AND THE CONTINUING PROFESSIONAL DEVELOPMENT OF THE CENTRAL OFFICE

(THROUGH NEGOTIATED PROCUREMENT PURSUANT TO SECTION 53.10
OF THE IMPLEMENTING RULES AND REGULATIONS OF R.A. 9184 AND
GPPB RESOLUTION NO. 08-2009)

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:

I. FOR THE BASIC RENT INCLUSIVE OF VAT AND COMMON AREA MAINTENANCE AND OPERATING COST

a. Cost per square meter:

IN FIGURES: P _____

IN WORDS: _____

b. Total Cost of total area for one year:

IN FIGURES: P _____

IN WORDS: _____

*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 COSTS.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____

ANNEX "B"

Transfer of PRC Executive Offices

NAME OF OFFICE	No. of Personnel	Space Requirement
<i>1. Regulations</i>		
a. CPD	10	100
<i>2. Professional Regulatory Boards</i>	140	
a. PRB PPM and Secretariat	22	300
<i>3. Conference/Meeting Rooms</i>		100
TOTAL	172	500