



REGIONAL BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Professional Regulations Commission, through the General Appropriations of 2016 intends to apply the sum of Eight Million Five Hundred Forty-two Thousand Two Hundred Twenty-four Pesos (P8,542,224.00) inclusive of taxes being the Approved Budget for the Contract (ABC) to payments under the Two (2) Year Lease for Office Space with the following detailed requirements:

Name of Project: **LEASE OF OFFICE SPACE FOR THE PRC-BAGUIO REGIONAL OFFICE**

The Professional Regulation Commission (PRC), through its Regional Bids and Awards Committee (RBAC), invites interested parties to submit quotation for the Lease of Office Space of PRC Baguio Regional Office through Negotiated Procurement (Sec. 53.1, IRR of R.A. No. 9184) with an **Approved Budget for the Contract (ABC) of P8,542,224.00 for two (2) calendar years, inclusive of TAXES and exclusive of common usage of service areas (CUSA)**, pursuant to the Multi-Year Obligational Authority (MYOA) and availability of funds.

The office space shall be delivered by the owner of the building pursuant to the terms and conditions agreed upon with PRC based on the aforementioned ABC and the minimum specifications enumerated below.

❖ **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information.
2. Price quotation/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 be inclusive of 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 selected best offer which complies with the minimum technical specifications and other terms and conditions stated herein.
6. The winning bidder should deliver the building and its improvement works, within the period agreed upon as indicated in the notice of award.
7. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.

❖ **SPECIFICATIONS**

I. Location and Site Construction

The proposed location of the PRC-Baguio Regional Office will be along a major thoroughfare within the City of Baguio or accessible to commuting public, where the said location is not prone to flooding and offer convenience to PRC's various stakeholders.

II. Neighborhood and Data

1. The total available and rentable space must be not less than **EIGHT HUNDRED SIXTY SIX SQUARE METERS (866 sq. m.)**.
2. The property's highest and best use is for an office-commercial building and in any of the following land use classifications: C1, C2, C3, Institutional, or R3.



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3. Government agencies, police, banks and transport terminals are within reasonable distance.

III. Real Estate

1. The office may be multi-level provided the spaces are contiguous (e.g. 2nd and 3rd floors) with at least one elevator (9 person/600 kg. capacity) or escalator.
2. The building is structurally safe with Certificate of Occupancy issued from the Office of the Building Official.
3. The building's leasable spaces are with proper lighting and ventilation.
4. The building's leasable spaces are adequate and suitable for the PRC-BRO's area requirements and lay out.
5. The building is properly maintained.
6. The building's overall facade and architectural design is appropriate for an office building.
7. With ample parking spaces (at least 3 parking slots for the use of the PRC Baguio employees and guests).

IV. Building Specifications

1. Building Specifications

- a. The building has an available and rentable office area of not less than **EIGHT HUNDRED SIXTY SIX SQUARE METERS (866 sq. m.) excluding common areas** (stairs, elevator/escalator, landing, generator area, parking area, etc.)
- b. Necessary improvements and installations (e.g., plywood/glass wall partitions, doors and jambs, comfort rooms/toilets, air vents, electrical and utility lines, finishing works, etc.) 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. This includes the structural, electrical, sanitary and mechanical works.
- c. The building has existing facilities or can provide facilities for office space requirements, including among others:
 - i. Separate Water Tank (at least 10 drums capacity)
 - ii. Toilets for the transacting public preferably within PRC-Baguio Office premises [at least 4 female toilets and 4 male toilets with PWD facilities. At least 2 Male/Female toilet with lavatories for employees.]
 - iii. Power supply and generator set to supply the PRC Office requirement
 - iv. Generator Area for installation of PRC generator set
 - v. Elevators/Escalators (for multi-level buildings)
 - vi. Fire/ Emergency exits
 - vii. Fire sprinkler system
 - viii. Air Vent
 - ix. Regional Director quarters (at least 48 sq.m.) with toilet and bathroom
 - x. Confidential Printing Room (at least 80 sq.m.) with toilet and bathroom
 - xi. Hearing Room (at least 60 sq.m.)





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- xii. PRB Guest Room (at least 13 sq.m.) with toilet and bathroom
- xiii. Pantry (at least 30 sq.m.) with toilet

- 3. The building must not exceed 25 years old.
- 4. The building should be ready for the installation of telephone lines, internet connection and building security system (CCTV Cameras).
- 5. The office interiors should be designed and completed in accordance with the following minimum requirements:

WORK AREA

Floor Tile

Granite Tile/ Ceramic Floor Tile or other acceptable floor finish
Size: preferably 0.60x0.60 or 0.40x0.40 or the equivalent

Dry Wall

¼ Thick Plywood with 2x2/ 3x3 wooden studs

Wall Finish

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

Door

Flush Door (Interior)
Glass Door-double swing with handle (Entrance)

Door Jamb

2" x 4" Wooden Jamb or Steel

Ceiling

Plywood or gypsum board fixed ceiling

TOILET

Floor and Wall Tile

Granite Tile/ Ceramic Tile

Door

Flush Door with louver

Fixtures

Water closet, Flush valve type

Lavatory

Under the counter lavatory

Ceiling

¼' Plywood or gypsum
Color: White

With LED lighting



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Counter Top

Granite Slab/Tiles with Splash Board

V. Services and Facilities for Common Areas

1. The building has provisions for janitorial and security services.
2. The building has provisions for air conditioning system/air duct system.
3. The building has provisions for sufficient water, separate water meter, generator and generator area, transformers for constant power supply and separate electric meter.
4. The building has provisions for plumbing system.
5. The building has secure parking spaces.

VI. Term of Lease

The basic term of contract shall be for a period of two (2) years, subject to renewal at the option of the lessee and pursuant to DBM Multi-Year Obligational Authority (MYOA) and availability of funds in accordance with procurement law.

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 duly accomplished Price Quotation Sheet ("Annex A"), duly signed by the owner or his duly authorized representative not later than **5:00 o'clock in the afternoon of March 28, 2016** at the 2nd Floor, CTLL Building, Abanao Extension, Rizal Monument, Baguio City.

Done in the City of Baguio, Philippines, this 3rd day of March 2016.

REGIONAL BIDS AND AWARDS COMMITTEE


DIR. TEOFILO GAIUS M. SISON JR.
Chairman


EVANGELINE MARILYN VC. VERGARA
Vice-Chairman


JUANITA L. DOMOGEN
Member


VIRGINIA N. MARTIN
Member


CHARITO A. MARQUEZ
Member



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Annex A

PRICE QUOTATION SHEET

LEASE OF OFFICE SPACE FOR THE PRC BRO REGIONAL OFFICE

Having read, examined and accepted the Specifications, Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

I. FOR THE BASIC RENT INCLUSIVE OF TAXES AND EXCLUSIVE OF CUSA

a. Total area proposed for lease: _____ square meters (excluding common areas)

- i. _____ Floor _____ square meters
- ii. _____ Floor _____ square meters
- iii. _____ Floor _____ square meters
- iv. _____ Floor _____ square meters
- v. _____ Floor _____ square meters

b. Cost per square meter per month:

IN FIGURES: P _____

IN WORDS: _____

c. Total Cost of total area for two years:*

IN FIGURES: P _____

IN WORDS: _____

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT FOR THE BASIC RENT OF P8, 542, 224.00 INCLUSIVE OF TAXES AND EXCLUSIVE OF CUSA**

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address: _____

Contact No.: _____