



Republic of the Philippines
Professional Regulation Commission
Manila

ILOILO REGIONAL OFFICE
N.B. Bldg., Lopez Jaena Street, Jaro, 5000 Iloilo City

REGIONAL BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
(RFQ) NP No. 2018-003
(Negotiated Procurement)

May 15, 2018

Sir/Madam:

Greetings!

The Professional Regulation Commission, Iloilo Regional Office, through its Regional Bids and Awards Committee (RBAC), intends to **LEASE AN OFFICE SPACE FOR THE PRC ILOILO REGIONAL OFFICE**, through Negotiated Procurement /Lease with Privately-owned Real Property under Sec. 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act. No. 9184 and GPPB Resolution No. 08-2009, with an Approved Budget for the Contract of TWO MILLION PESOS (Php2,000,000.00) annually or ONE HUNDRED SIXTY SIX THOUSAND SIX HUNDRED SIXTY SIX PESOS & 67/100 (Php166,666.67) per month, inclusive of VAT and all applicable taxes and fees, for a total office space requirement of not more than SEVEN HUNDRED FORTY SQUARE METERS (740 sq.m.), subject to the following terms, conditions and specifications:

A. TERMS AND CONDITIONS

1. Procurement of this project shall be conducted through Negotiated Procurement pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act" and related issuance.
2. Price quotation/s, to be denominated in Philippine peso shall be inclusive of VAT and all applicable taxes and fees payable, and must be valid for a period of one hundred twenty (120) calendar days from the date of the opening of bids.
3. The RBAC 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.
4. In case of conflict between the price expressed in words and the price in figures, the one expressed in words will prevail.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.

6. Award of Contract shall be made to the Single/Lowest Calculated and Responsive Bidder (SCRB/LCRB) with the lowest quotation that complies with the terms and conditions and technical specifications stated herein.
7. The Bidder should be able to deliver the building and its improvements/works within the periods specified herein, counted from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 9184 and the 2016 Revised Implementing Rules and Regulations in case of non-compliance herewith.
8. This RFQ must be accomplished completely and accurately and duly signed by the Bidder's authorized representative.
9. The contents of this RFQ shall not be altered in any way. Any erasure or overwriting herein shall be valid only if they are properly signed by the bidder's authorized representative.
10. Bids that fail to comply with the minimum documentary requirements to be submitted during the Opening of Bids shall be automatically disqualified and shall not be included in all subsequent stages of the procurement process.

B. TECHNICAL SPECIFICATIONS

After having carefully read, understood and accepted the Terms and Conditions, I hereby submit my quotation in accordance with the following Technical Specifications:

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE <i>(shall only state "COMPLY" or "NOT COMPLY" against each of the item)</i>
I. Location and Site Condition	
a. The property is accessible by public transport.	
b. The property has adequate and properly installed drainage system and is not located in a flood prone area, and the ground floor level must be higher than the street level.	
c. The property has relatively flat topography.	
II. Neighborhood and Data	
a. The property is with proper waste management system.	
b. The property is far from establishments that are fire hazard and produce too much noise and foul odor.	
c. Secure from ambulant/sidewalk vendors within the premises and adjacent areas.	
d. The property has no tenant and/or existing establishments in the building and within its vicinity whose nature of business involves, particularly but not limited to, review centers for any PRC licensure examination and/or sale of review materials, books, handouts, electronic devices, gadgets, and other supplies and services, which may come in conflict with PRC's mandate and damage its image, without PRC's written consent.	
e. For buildings that are still to be constructed, no unit/space shall be leased to any person/establishment whose nature of business involves any of the immediately preceding paragraph, without the written consent of PRC.	
III. Space Requirement	

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE (shall only state "COMPLY" or "NOT COMPLY" against each of the item)
a. It should have an area intended for senior citizens, PWDs and pregnant women, of at least forty (40) square meters located at the ground floor of the building, or which may be located at the upper floor level provided there is a reliable service elevator/escalator. Provided further, that buildings with more than three (3) floors must have a service elevator/escalator as required by <i>The National Building Code of the Philippines</i> .	
b. Must have at least ten (10) parking slots for the exclusive use of PRC-Iloilo and its clients.	
IV. Building, Equipment, Facilities and Specification	
a. Bidder must be the owner of the property, which shall be free from any lien or encumbrance.	
b. The building is made of reinforced concrete, structural steel or combination of both, which can carry a load equivalent to at least 500 clients in each of the designated public waiting areas in addition to office fixtures, and with Certificate of Occupancy issued from the Office of the Building Official.	
c. The building is with proper lighting and ventilation.	
d. The overall façade and the interior and exterior architectural designs are appropriate for a public office, with all facilities in excellent working condition and fully air-conditioned.	
e. The building must have a restroom each for the Office of the Director; Confidential Room; two common restrooms for PRC male and female employees for each floor. Separate restrooms for PRC clients (Male and Female) shall have provision for senior citizens, PWDs and pregnant women and well-maintained.	
f. The building has functioning Fire Detection and Alarm System (FDAS) and/or any appropriate fire suppression system in the leased premises as required by the Bureau of Fire Department.	
g. The building has built-in electrical lighting fixtures, devices, pipes, switches, sub-panels and convenience outlets for all equipment as may be specified by the lessee, which must all be in good working condition.	
h. The building must provide free space and provision visible to the public for the installation of horizontal/vertical light signage with electrical connections for sufficient lighting.	
i. The building must have no event/activity within the floor area/vicinity of the leased premises from 8:00 AM to 5:00 PM, Monday to Friday.	
j. The building has a telephone entrance facility / Main Telephone Terminal Cabinet (MTTC).	
k. The building has facilities to ensure continuous water supply 24/7 in all floors even with low water pressure supply from the MIWD.	
l. The floor to ceiling clearance should be at least 2.5 meters.	
m. The office interior shall be designed and completed preferably in accordance with the following specifications as may be mutually agreed by both parties during the Post-Qualification Stage: <ul style="list-style-type: none"> • Perimeter walls (interior and exterior) painted wooden walls • Flooring – porcelain tile or other acceptable floor finish • Doors <ul style="list-style-type: none"> ○ Glass doors – 6mm thick with aluminum frame with complete accessories ○ Panel door – standard sizes 40mm thick lauan panel on 2x4 inches solid wood door jamb with complete accessories ○ Flush door – solid wood on ¼ inch thick marine plywood with complete accessories 	

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE <i>(shall only state "COMPLY" or "NOT COMPLY" against each of the item)</i>
<ul style="list-style-type: none"> • Painting – acrylic and water-based paints application on interior and masonry walls, woodstain finish on doors, jambs • Ceiling - acoustic board ceiling on T-runner 	
V. Maintenance, Janitorial & Security Services	
a. The building has a regular garbage disposal system.	
b. The building has janitorial services for the maintenance of common areas in case the building has other tenants.	
c. The building owner shall provide regular pest, termite and rodent control services at least once a year, or as may be necessary, and shall ensure that the building is free from stray animals.	
d. The building owner shall undertake painting and repainting of ceilings and walls, as may be necessary.	
e. The building owner shall install tiles and undertake retiling, as may be necessary.	
f. The building owner shall undertake the repair of water pipes and drainage to ensure that the building has no water pipe leaks, clogged drainage, as well as roof and wall leaks, as may be necessary.	
VI. Auxiliary System Requirements	
The ceilings must have sufficient ceiling/board breaks or manhole to install network cables, electrical and telephone wiring harnesses.	
VII. Term of Lease	
The lease contract shall be for a period of one (1) year <i>from date of occupancy</i> in accordance with the provisions of R.A. 9184 and the 2016 Revised Implementing Rules and Regulations.	
VIII. Rental	
a. Monthly rental must be within the Approved Budget of the Contract (ABC), <i>inclusive of VAT</i> , and all applicable taxes and fees, as well as a common area operating costs and maintenance.	
b. Payment of monthly rental shall commence upon the <i>date of actual occupancy</i> without any advance rental or deposit payments.	
IX. Repairs and Renovations for Existing buildings	
a. Renovations and improvements for existing buildings shall be for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage. Provided the same must be completed within three (3) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	
b. All major repairs during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage brought by natural or man-made calamities shall be undertaken by the lessor, for its account, EXCEPT if the damage is caused by the lessee.	
X. For Construction of New Building	
a. The new building shall be constructed, for the account of the prospective bidder, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification Stage.	
b. The new building shall be completed and ready for occupancy within six (6) months from receipt of Notice to Proceed, which may be extended for valid cause, upon written notice to the lessee by the lessor.	

C. DOCUMENTARY REQUIREMENTS

I. FOR BIDDERS WITH EXISTING BUILDINGS

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE <i>(All items must be checked in order to qualify as an eligible bidder)</i>
<i>The following must be submitted during the Opening of Bids</i>	
1. PhilGEPS Certificate of Registration (Platinum Membership)	
2. Valid Mayor’s Permit/Business Permit (Official Receipt of Payment for renewal, if expired)	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary’s Certificate in favor of the Bidder’s duly authorized representative, if applicable.	
7. Price Quotation Sheet (Annex “A”) of the RFQ	
<i>The following must be submitted during the Post-Qualification Stage</i>	
1. Certified True Copy of the Certificate of Title under the bidder’s name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner’s name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner, or any proof of ownership/assignment	
2. SEC/DTI/CDA Registration	
3. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
4. Tax Clearance Certificate	
5. Annual Inspection Certificate from the City Engineer’s Office or a sworn statement with justification/s in case of unavailability.	
6. Certificate / valid proof of compliance with the Building Code of the Philippines and Sanitation.	

II. FOR BIDDERS WITH BUILDING FOR CONSTRUCTION

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE <i>(All items must be checked in order to qualify as an eligible bidder)</i>
<i>The following must be submitted during the Opening of Bids</i>	
1. PhilGEPS Certificate of Registration (Platinum Membership)	
2. Valid Mayor’s Permit/Business Permit	
3. Latest Annual Income Tax Return	
4. Latest Business Tax Return	
5. Duly filled-up RFQ and signed at the last page	
6. Special Power of Attorney or Secretary’s Certificate in favor of the Bidder’s duly authorized representative, if applicable.	
7. Price Quotation Sheet (Annex “A”) of the RFQ	
<i>The following must be submitted during the Post-Qualification Stage</i>	
1. Certified True Copy of the Certificate of Title under the bidder’s	

ITEM DESCRIPTION	STATEMENT OF COMPLIANCE <i>(All items must be checked in order to qualify as an eligible bidder)</i>
name free from any encumbrance; if not, Certified True Copy of the Certificate of Title under the previous owner's name free from any encumbrance with notarized Deed of Absolute Sale in favor of the bidder as the new owner or any proof of ownership/assignment.	
The following must be submitted within two (2) months from receipt of Notice to Proceed, which may be extended for valid cause upon written notice to and approval of the lessee:	
1. Building Permit, or if the permit is still on process, must submit: a. A copy of the Official Receipt of Payment; and b. A copy of the Claim Stub	
2. Floor and Building Plan	
3. Electrical and Sanitary Plans	
The following must be submitted during the contract period:	
1. Occupancy Permit	
2. Certification of Fire Protection System from the Bureau of Fire or a sworn statement with justification/s in case of unavailability.	
3. Annual Inspection Certificate from the City Engineer's Office or a sworn statement with justification/s in case of unavailability.	
4. Tax Clearance Certificate	

An initial meeting for the negotiated procurement with interested Building Owners will be conducted on May 25, 2018, 3:00 PM. Submission and Opening of eligibility documents, technical documents and proposal/swill be on June 1, 2018 at 3:00 PM.

The PRC Iloilo Regional Office reserves the right to accept or reject any offer, to annul the negotiation process and to reject all offers at any time prior to contract award, without thereby incurring liability to affected bidder/s.

Very truly yours,

BLESILDA T. MASANGCAY
Officer-in-Charge
Chairperson, RBAC

**PRICE QUOTATION SHEET
FINANCIAL BID**

**LEASE OF OFFICE SPACE FOR THE PRC-ILOILO REGIONAL OFFICE
(THROUGH NEGOTIATED PROCUREMENT PURSUANT TO SECTION 53.10
OF THE IMPLEMENTING RULES AND REGULATIONS OF R.A. 9184 AND
GPPB RESOULTION 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 per month:

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 MAINTENACE/OPERATING COSTS.

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address : _____

Contact No./s: _____