



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

REQUEST FOR QUOTATION

Date: June 21, 2017

RFQ No.: 2017-009

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.: _____

The Professional Regulation Commission, Cebu Regional Office, through its Bids and Awards Committee, intends to **LEASE AN OFFICE SPACE FOR THE PRC CEBU REGIONAL OFFICE.**

The lease of office space will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 with Approved Budget for the Contract of **TWO HUNDRED THIRTY THOUSAND PESOS ONLY (Php 230,000.00) per month VAT inclusive.**

➤ **DETAILS AND REQUIREMENTS**

Annex "A" – Price Quotation Sheet shall be properly filled-up.

Technical specifications and Eligibility requirements are found in Annex "B" – Term of Reference of this Request for Quotation.

➤ **TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall properly fill-up the Price Quotation Sheet (Annex "A") of this RFQ.
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 lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasure or overwriting shall be valid only if they are properly signed by the owner or his duly authorized representative/s.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

representative not later than **July 03, 2017** at exactly **5:00 o'clock** in the afternoon for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business Permit
2. Annual Income Tax Return, and
3. PhilGEPS Certificate of Registration

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

For any clarification, you may contact **Ms. Corinne B. Lacerna, or the BAC Secretariat at telephone no. (032) 253-5330 / fax no. (032) 254-3497 or email address at prc.cebucity@gmail.com.**


GINA T. EMPERADO
OIC-Regional Director
RBAC Chairman



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

ANNEX "A"

PRICE QUOTATION SHEET FINANCIAL BID

LEASE OF OFFICE SPACE FOR THE PRC-CEBU REGIONAL 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 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 MAINTENANCE/OPERATING COSTS.**

Bidder's authorized signature over printed name

Designation: _____

Name of Company: _____

Address : _____

Contact No./s: _____



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

Annex "B"

TERM OF REFERENCE

The Lease of Office Space through Negotiated Procurement of the PRC-Cebu Regional Office from August 2017 to August 2018.

A. Scope of Service

The LESSOR should be able to provide PRC-Cebu with ample office space for the clients with the following specifications:

I. Location and Site Condition

1. The property is accessible by public transport
2. The property has relatively flat topography.
3. The property has adequate and properly installed drainage system and must not be located in a flood prone area
4. The property has at least 10 parking slots for use of PRC-CEBU employees and clients.
5. The property's classification is for mix-use (office, commercial, institutional)
6. The property has pedestrian sidewalks

II. Neighborhood and Data

1. The property has available office space of at least 1,000 sq. m. for lease.
2. Property's rental rate is not more than Php 120.00 per sq. m. per month inclusive of VAT.
3. The property is located in a sanitary and healthy environment.
4. The property is not located in an area where there could be adverse influence to its usage.
5. The property's highest and best use is for an office-commercial building.
6. Presence of police and fire stations within 1 km. radius from commercial food establishments/ eateries/ cafeterias/ restaurants.
7. The property is located within 1 km radius from financial institutions, other government centers and commercial areas.

III. Real Estate

1. The building is structurally safe.
2. The building's leasable spaces are with proper lighting and ventilation.
3. The building's leasable spaces are adequate for the region's area requirement and lay out.
4. The building is properly maintained.
5. The building's overall façade and architectural design is appropriate for an office building.
6. The building has facilities for:
 - Water supply and toilet
 - elevators (if applicable)
 - fire escapes



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

- fire fighting equipments

IV. Free Services and Facilities

1. The building has provisions for janitorial and security services (common areas)
2. The building has provisions for air conditioning system (common areas)
3. The building has provisions for repair and maintenance (common areas)
4. The building has provisions for water & power supply (common areas)
5. The building has secured parking spaces.

V. Professional Regulation Commission – Cebu Regional Office

1. The building has facilities for:
 - power supply / generators
 - fire suppression system
 - emergency lights
2. The building has an available office area of approximately 1,000 sq. m.
3. Office area should be located ideally at the 1st – 5th floors of the building
4. The building should be ready for the installation of telephone lines, internet connections and building security system.

VI. Building Specifications

1. The building owner could be able to deliver the office area in a move-in condition with the following requirements:
 - Construct the required offices and storage spaces according to specifications
 - The building could provide a space for our exterior signage (pylon and along canopy)
 - The office interiors could be completed in accordance with PRC-CEBU's design standards
2. Building should be provided with transformers for constant power supply
3. Building should be compliant with requirements of local water district particularly cistern tank
4. Building should comply with BP 344 (Accessibility Law)
5. The owner should deliver the building and its improvement works, as agreed upon, two (2) months after signing of Contract.
6. The owner should provide a space for exterior signage at the canopy and pylon.

B. Mode of Procurement

- The mode shall be Lease of Real Property and Venue as provided under Section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission – Cebu Regional Office
HVG Arcade, Subangdaku, Mandaue City
Tel. No, (032) 253-5330/ 255-7397
Fax: (032) 254-3497



GINA T. EMPERADO
Chairman

LUZ L. DIZON
Vice-Chairperson

ATTY. ROSELYN M. SORIA
Member

ARMOND M. ENGLIS
Member

MEDA M. PENERA
Member

SECRETARIAT:

CORINNE B. LACERNA
Secretary

CIRILA J. PATAK
Member

SANVIE L. SENO
Member

C. Eligibility Requirements

- Interested parties shall submit the following Eligibility Requirements:
 - i. Mayor's / Business Permit
 - ii. PhilGEPS Certificate Number
 - iii. 2016 Annual Income Tax Return

D. Evaluation and Selection Criteria (Rating Scheme)

- Bid proposals shall be subjected to the Rating Factors for Lease of Venue under Appendix B of the 2016 Revised IRR of RA No. 9184.

E. Payment Scheme

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

ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR THE LEASE OF OFFICE SPACE OF PRC CEBU (2017)

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE,
DESIGNATION AND PRINTED NAME OF COMPANY