



# Bids and Awards Committee

Republic of the Philippines  
Professional Regulation Commission  
P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



## REGULAR MEMBERS:

**JOSEY. CUETO, JR.**  
Chairman

**MARIA LIZA M. HERNANDEZ**  
Vice-Chairperson

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

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Vice-Chairperson

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**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

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Provisional Member, IT Projects

**CRISANTO L. DECENA**  
Provisional Member, Non-IT Projects

## SECRETARIAT:

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Secretary

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**ARVIN R. LUNAR**  
Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION

RFQ No. 2022 - 53

### Negotiated Procurement – Lease of Real Property and Venue

Date:

Contact Person:

Name of 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 Implementing Rules and Regulations of Republic Act No. 9184 for the project: **LEASE OF VENUE FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022.**

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

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

**JOSE Y. CUETO, JR.**  
Commissioner  
BAC Chairman



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## REQUEST FOR QUOTATION Negotiated Procurement – Lease of Real Property and Venue

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 FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022** in accordance with Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

<b>Name of Project :</b>	<b>LEASE OF VENUE FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022</b>
<b>Approved Budget for the Contract :</b>	<b>One Million Eight Hundred Seventy-Nine Thousand Six Hundred Thirty-Six Pesos and Sixteen Centavos (Php1,879,636.16)</b>
<b>Location :</b>	<b>Professional Regulation Commission P. Paredes St., Sampaloc, Manila</b>
<b>Specification :</b>	<b>See attached Annex "A" for the Terms of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.</b>

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal (**Annex "B"**) personally, by mail/courier, through facsimile No. **(02) 5-310-0037** or via email at [bac@prc.gov.ph](mailto:bac@prc.gov.ph), duly signed by the owner or his duly authorized representative using the "PRC Official Forms" provided herein **on or before 9:00 in the morning of July 25, 2022** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila, at which time, the quotation/proposal will be evaluated therein on **July 25, 2022, at 10:30 in the morning. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat.**

### ❖ TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
3. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.



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6. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
8. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

1. Valid Mayor's / Business Permit  
*(In exceptional cases where the LGU concerned has not yet released the Mayor's Permit, Bidders, in lieu of the valid Mayor's Permit may submit a substantial proof of renewal of Mayor's Permit, such as Official Receipt of payment)*
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement  
*(Unnotarized Omnibus Sworn Statement may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020, subject to compliance therewith after award of contract but before payment.)*
4. Duly notarized Secretary's Certificate *(for partnership, corporation, cooperative, or joint venture) / Authorization to sign as representative (if sole proprietorship).*

- For Individual *(only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)*
- For procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum membership may be submitted in lieu of the said documents.

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

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. (02) 5-310-0037.

Very truly yours,

**JOSE Y. CUETO, JR.**  
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ANNEX "A"

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## TERMS OF REFERENCE (TOR)

### LEASE OF VENUE FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND (ICF) 2022

#### Rationale

Country Representatives General Meeting (Executive Council Meeting) During the 13th Biennial Congress of the Asian Academy of Prosthodontics (AAP) 2022 – An aim towards Mutual Recognition of Professional Qualifications for Prosthodontists within Asian Region Under ICF 2022 activity is scheduled on 25 - 27 August 2022 and will be conducted outside the PRC Central Office.

To maximize the attainment of the objectives of the event, an external service provider shall be contracted with the following terms and conditions:

#### I. Approved Budget for the Contract

The service provider shall bid for all items described in this TOR, which shall not exceed the Approved Budget for Contract (ABC) in the amount of One Million Eight Hundred Seventy-Nine Thousand Six Hundred Thirty-Six Pesos and Sixteen Centavos (Php1,879,636.16), inclusive of all applicable bank and government charges

#### II. Scope of Service

The service provider shall be able to provide the venue including food for the 3-day conference, accommodations, prescribed equipment and other basic amenities with the following specifications:

#### General Requirements

1. Conference Date: **25 – 27 August 2022**
2. Guaranteed number of persons:
  - a. Fellowship Night - 100 pax
  - b. Meeting Proper – 50 pax
3. 4 or 5-star hotel and location shall be in Metro Manila;
4. Three (3) days and two (2) nights (check-in on 25 August 2022 and check-out on 27 August 2022) hotel room accommodation for **50 persons** (Single Occupancy).
5. Transportation of foreign delegates from Airport to the hotel venue;
6. One (1) Command room for virtual and technical requirements;
7. Use of ballroom with inclusion of meals for the Fellowship night, with cultural presentation;
8. Meeting rooms for two (2) days of executive Council Meetings, with inclusion of meals (AM snack, Buffet Lunch, and PM snack);



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9. Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
10. LED wall and LCD projector with wide screen (heavy duty) for the fellowship night and Executive council meetings for two (2) days;
11. Accredited photo/video documentation provider to do the photo and video documentation for the 3-day event;
12. Accredited audio-video (AV) technical team;
13. Complimentary use of unlimited stable internet connectivity in the ballroom, holding room for VIPs, command room and/or secretariat room;
14. Sound system with at least five (5) wireless microphones;
15. Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least 25 pax;
16. Complimentary digital welcome banner and backdrop;
17. Complimentary use of flag poles and flags;
18. At least fifty percent (50%) of the total number of participants with free parking slots;
19. Near the Airport (Ninoy Aquino International Airport)
20. Complimentary room accommodation for the secretariat;
21. Tokens for foreign dignitaries;
22. Meeting Kits;
23. In case of additional participants, the price shall be the same of the regular price per pax; and
24. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

## Specific Requirements

### 1. Venue and Arrangements

First Day (August 25, 2022 at 8 a.m. - 7 p.m.)

- Pick-up foreign delegates from Airport to the hotel venue depending on the provided flight details;
- Use of ballroom for the fellowship night with inclusion of meals and cultural presentations;
- Check-in on 25 August 2022 for the fifty (50) hotel room accommodation (Single Occupancy);
- Sound system with at least two (2) wireless microphones during the fellowship night;
- Complimentary use of unlimited stable internet connectivity in the ballroom;
- Complimentary digital welcome banner and backdrop;
- Complimentary digital welcome banner and backdrop;
- Accredited photo/video documentation provider to do the photo and video documentation;



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- Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;

### Second Day (August 26, 2022 at 7:00 a.m.-3:00 p.m.)

- Meeting room with inclusion of meals for the executive Council Meetings, (AM snack, Lunch, and PM snack);
- Complimentary digital welcome banner and backdrop;
- Complimentary use of flag poles and flags;
- Accredited photo/video documentation provider to do the photo and video documentation;
- Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
- Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least twenty-five (25) pax;
- Complimentary use of unlimited stable internet connectivity in the ballroom;
- One (1) Command room for virtual and technical requirements;
- Sound system with at least five (5) wireless microphones;

### Third Day (August 27, 2022 at 7:00 a.m. – 3:00 p.m.)

- Meeting room with inclusion of meals for the executive Council Meetings, (AM snack, Lunch, and PM snack);
- Complimentary digital welcome banner and backdrop;
- Complimentary use of flag poles and flags;
- Accredited photo/video documentation provider to do the photo and video documentation;
- Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
- Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least 25 pax;
- Complimentary use of unlimited stable internet connectivity in the ballroom;
- One (1) Command room for virtual and technical requirements;
- Sound system with at least five (5) wireless microphones;
- LED Wall; and LCD projector with wide screen (heavy duty);
- Accredited audio-video (AV) technical team;



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- Transportation for foreign delegates from hotel venue to the airport

## 2. Food

The service provider shall provide the following meal requirements during the event:

### DAY 1 (August 25, 2022):

Fellowship Night/Welcome Dinner  
Buffet Dinner

### DAY 2 (August 26, 2022):

Meeting proper  
A.M. Snacks, Buffet Lunch, and, P.M. Snacks

### DAY 3 (August 27, 2022):

Meeting proper  
A.M. Snacks, Buffet Lunch, and, P.M. Snacks

During the entire conduct of the event, the following shall be provided:

- Free distilled drinking water and free flowing of coffee during the activities;
- Menus for lunch and dinner shall include dishes for vegetables, fish, chicken, pork and/or beef, and are subject to the approval of the end-users.

## 3. Accommodation (Rooms)

- Fifty (50) rooms for Foreign Delegates and Local Delegates (Single Occupancy) for three (3) days and two (2) nights, check-in on 25 August 2022 and check-out on 27 August 2022;
- With free breakfast;
- Provision of Airport Transfer;
- Complimentary use of unlimited stable internet access; and
- Free access to the hotel amenities.



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## Payment Scheme

The payment for the services rendered shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA)/Billing Statement and on a bank-to-bank basis.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/liquidated damages in the amount equivalent to 10% of the Contract Price.

### III. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the Table of Rating Factors for Lease of Venue under Annex "H", Appendix B of the 2016 Revised IRR of Republic Act No. 9184. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

### ACKNOWLEDGMENT AND COMPLIANCE WITH THE TERMS OF REFERENCE FOR LEASE OF VENUE FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022

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





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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:

### LEASE OF VENUE FOR THE CONDUCT OF PRB OF DENTISTRY'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022

#### Total Bid Price for the Project:

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: