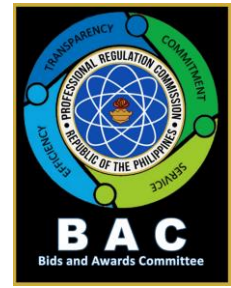




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
Tel. Fax: 5-310-0037
Email: bac@prc.gov.ph



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Chairman

MARIA LITA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

HENRIETTA P. NARVAEZ
Member

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ALTERNATE MEMBERS:

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Member

ELIEZER C. LEYCO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION
RFQ No. 2023 - 01

Date:

Contact Person:

Name of Company:

Contact details:

PHILGEPS Registration Number (required):

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 in accordance with 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 (INCLUDING FOOD) FOR THE CONDUCT OF
THE FY 2022 YEAR-END PERFORMANCE ASSESSMENT (YEPA)
AND FY 2023 COMMISSION PLANNING CONFERENCE**

Bidders who are legally, technically, and financially capable may submit their accomplished open quotation/proposal personally, by mail/courier, through facsimile No. (02) 5-310-0037, or via email at bac@prc.gov.ph using the **“PRC Official Forms”** provided herein duly signed by the owner or his duly authorized representative **not later than 08 FEBRUARY 2023 at 9:00 AM**. Evaluation of quotation/proposal will be on **08 FEBRUARY 2023, at 9:30 AM** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St. Sampaloc, Manila. 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 to be given a link for the meeting.

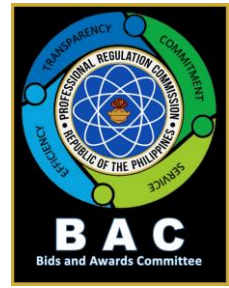
In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent/ or if applicable) are required to be submitted:

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. Valid PhilGEPS Registration Number
3. Latest Income/Business Tax Return
(for ABCs above P500,000.00)
4. Omnibus Sworn Statement (Revised)
(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.)



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5. Duly notarized Secretary's Certificate with a copy of valid government issued ID of the Corporate Secretary (for partnership, corporation, cooperative, or joint venture) /Special Power of Attorney 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.

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.

Thank you.

Very truly yours,

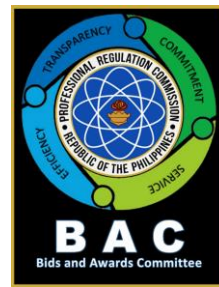
ERWIN M. ENAD
Commissioner
BAC Chairman



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ANNEX "A"

❖ **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. Bid proposal/s submitted after the deadline shall not be accepted by the BAC.
4. Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
5. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
7. Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
8. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
10. Payment shall be made within 15-30 days upon receipt of the Statement of Account/Billing Statement, on a bank-to-bank basis.

❖ **TERMS OF REFERENCE**

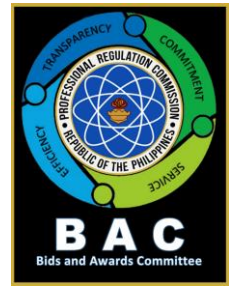
Name of Project :	LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2022 YEAR-END PERFORMANCE ASSESSMENT (YEPA) AND FY 2023 COMMISSION PLANNING CONFERENCE
Approved Budget for the Contract :	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of One Million Six Hundred Twenty Thousand Pesos (Php1,620,000.00) inclusive of all applicable bank and government charges.
Specification :	See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.



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TERMS OF REFERENCE

LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2022 YEAR-END PERFORMANCE ASSESSMENT (YEPA) AND FY 2023 COMMISSION PLANNING CONFERENCE

Rationale

The FY 2022 YEPA and FY 2023 Commission Planning Conference of the Professional Regulation Commission (PRC/Commission) is scheduled on **27 to 28 February 2023**, and will be conducted outside the PRC Central Office premises. To house the two-day activity, an external service provider will 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 Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **One Million Six Hundred Twenty Thousand Pesos (Php1,620,000.00)**, inclusive of all applicable bank and government charges.

II. SCOPE OF SERVICE

The contractor should be able to provide the activity venue, food, and other basic amenities with the following specifications:

GENERAL REQUIREMENTS

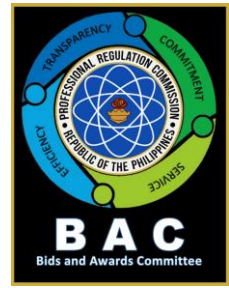
- Event Date: 27 to 28 February 2023 (LIVE-OUT ARRANGEMENT)**
- Time Frame: 8:00 A.M. - 9:00 P.M. (200 participants) - Day 1
8:00 A.M. - 5:00 P.M. (200 participants) - Day 2
- Guaranteed number of participants: 200 pax**
- Location should be in close proximity with or nearby the PRC Central Offices in Metro Manila.
- Three (3) twin occupancy rooms with either two (2) beds or one (1) king size bed for one (1) day.
- Teleprompter Board for two (2) days (8:00am-5:00pm)
- LED Wall for two (2) days (8:00am-5:00pm)
- Round Table or Classroom set-up.
- Complimentary corporate materials/kits good for 200 pax.
- Complimentary use of registration table in a designated registration area that must be spacious enough to accommodate the influx of participants.
- Complimentary and unlimited use of internet access in the function room and in all Wi-Fi hot spots.
- At least ten percent (10%) of the total number of participants with free parking spaces.
- Complimentary welcome banner and backdrop.



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14. Complimentary use of the Philippine Flag.
15. Complimentary use of a Flag Pole for the PRC Flag.
16. Complimentary use of room/s, good for four (4) pax for two (2) days, for the advance party.
17. Waived electricity charges for laptop, projector, printer and other equipment brought in by the Commission.
18. In case of additional participants, the price shall be the same or less than the regular price per person; and
19. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.
20. PhilGEPS Registered.

SPECIFIC REQUIREMENTS

A. VENUE

The contractor shall provide the free use of function room during the duration of the planning activity, with ample space to accommodate the 200 participants. For ease of movement, as well as for the general safety and comfort of participants, it must be well-lighted, well-ventilated, and senior citizen-friendly. Likewise, the following items shall also be complimentary or free of use:

- Public Address (PA) Sound System, including, but not limited to, four to six (4-6) microphones
- Whiteboard with marker and eraser
- Corporate Kits for 200 pax
- Rostrum
- Two (2) white Liquid Crystal Display (LCD) screen projectors
- Two (2) LCD projectors
- Cables for the connection of projectors and other pertinent electronic equipment

B. FOOD

The service provider shall provide the following meal requirements for a minimum of 200 pax:

- Day 1: Breakfast, Buffet Lunch, and Dinner
- Day 2: Breakfast, Buffet Lunch, and PM Snacks
- Free flowing coffee/tea/water during conference
- Free candies/mints
- The menu for each of the mealtime schedule would be subject to the approval of the Commission.

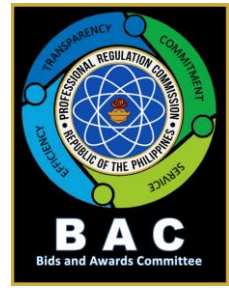
C. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be subjected to the RATING FACTORS FOR LEASE OF VENUE under Appendix B of the 2016 RIRR of Republic Act No. 9184, subject to the passing rate of **Seventy-Five (75%)**. Post Qualification shall be conducted by the PRC BAC Members and Secretariat and the end- users.



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D. PAYMENT SCHEME

The payment for the services rendered shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA) and shall be 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 based on the Contract Price.

**ACKNOWLEDGMENT AND COMPLIANCE
WITH THE TERMS OF REFERENCE FOR THE
LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF
THE FY 2022 YEAR-END PERFORMANCE ASSESSMENT
(YEPA) AND FY 2023 COMMISSION PLANNING CONFERENCE**

SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE

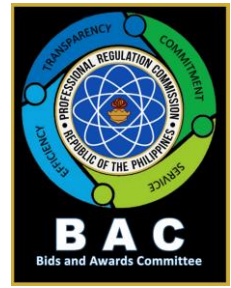
DESIGNATION: _____

NAME OF COMPANY: _____



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ANNEX "B"

REGULAR MEMBERS:

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Chairman

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Vice-Chairperson

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Member

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 best offer quotation/s for the item/s as follows:

**LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE
FY 2022 YEAR-END PERFORMANCE ASSESSMENT (YEPA) AND FY
2023 COMMISSION PLANNING CONFERENCE**

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: