



# 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:

**ERWIN M. ENAD**  
Chairman

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

**GISELLE G. DURANA**  
Member

**HENRIETTA P. NARVAEZ**  
Member

**WILMA T. UNANA**  
Member

## ALTERNATE MEMBERS:

**JANE R. SEVESES**  
Vice-Chairperson

**OMAIMAH E. GANDAMRA**  
Member

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Member

**TEODORO V. MENDOZA II**  
Member

## PROVISIONAL MEMBERS:

**REGIE O. TORRES**  
Provisional Member, IT Projects

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

## SECRETARIAT:

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Secretary

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Member

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Member

**NOMAN MAUI G. EBORA**  
Member

## REQUEST FOR QUOTATION RFQ No. 2022 - 102

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 FOR THE CONDUCT OF PRB OF INTERIOR DESIGN'S INTERNATIONAL CONFERENCE UNDER THE INTERNATIONAL COMMITMENTS FUND 2022

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](mailto:bac@prc.gov.ph) using the **"PRC Official Forms"** provided herein duly signed by the owner or his duly authorized representative **not later than 18 November 2022 at 9:00 AM**. Evaluation of quotation/proposal will be on **18 November 2022, at 10:00 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](mailto:bac@prc.gov.ph).

Thank you.

Very truly yours,

  
**ERWIN M. ENAD**  
Commissioner  
BAC Chairman



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### ANNEX "A"

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#### ❖ TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided **OFFICIAL FORMS (Annex "A" & "B")**.
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
- 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

<b>Name of Project :</b>	<b>LEASE OF VENUE FOR THE CONDUCT OF PRB OF INTERIOR DESIGN'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022</b>
<b>Approved Budget for the Contract :</b>	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 <b>Three Million Four Hundred Three Thousand One Hundred Five Pesos and 69/100 (Php3,403,105.69)</b> inclusive of all applicable bank and government charges.
<b>Specification :</b>	<b>See attached Terms of Reference and Price Quotation Sheet / Financial Bid Form.</b>



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## TERMS OF REFERENCE

### PROVISION OF LEASE OF VENUE (INCLUDING FOOD, ACCOMMODATION, OTHER GENERAL SERVICES (CULTURAL PRESENTATION), PRESCRIBED EQUIPMENT, ADVERTISING EXPENSES (PHOTO AND VIDEO COVERAGE, AVP PRODUCTION), MEETING KIT SUPPLIES, TRANSPORTATION AND OTHER BASIC AMENITIES) FOR THE CONDUCT OF PRB OF INTERIOR DESIGN'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND (ICF) 2022

#### Rationale

The **Hosting of the 2022 Asia Pacific Space Designers Association (APSDA) Conference** is scheduled on **01-04 December 2022** and will be conducted outside the PRC Central Office. To maximize 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 Terms of Reference, which shall not exceed the Approved Budget for the Contract in the amount of **Php 3,403,105.69** 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 4-day conference, accommodations, and other basic amenities with the following specifications:

#### GENERAL REQUIREMENTS

1. Conference Dates: **01-04 December 2022**
2. Guaranteed number of persons: **40 pax** (10 Foreign delegates, 30 Local delegates, Committee Members and TWG)
3. Welcome Dinner and Cultural Presentation: **01 December 2022**
4. 4 or 5-star hotel and location shall be in NCR and near the airport
5. **Four (4) days & three (3) nights** (check-in on **01 December 2022** and checkout on **04 December 2022**) hotel room accommodation for **40 rooms** (10 Luxury Rooms for Foreign Delegates, 40 Deluxe Rooms for Local Delegates) with complimentary breakfast;
6. One (1) Conference Room that can accommodate **40 participants** for four (4) days; with inclusion of Meals (A.M. snacks, Buffet lunch, P.M. snacks, Buffet dinner);
7. Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants;
8. With LED Wall and LCD Projector & white screen (heavy duty);
9. Sound system with at least three (3) wireless microphones;





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10. Complimentary use of Holding Room/Secretariat Room that can accommodate at least 20 pax with free meals, snacks, and beverages for the arrival of guests before check-in;
11. Complimentary One (1) Command room for virtual and technical requirements;
12. Complimentary and unlimited use of stable internet connectivity in the ballroom, holding room for VIPs, command room, and secretariat room;
13. Complimentary digital welcome banner and backdrop;
14. Complimentary use of flag poles;
15. At least ten percent (10%) of the total number of participants with free parking spaces;
16. Price quotation should be denominated in Philippine pesos and inclusive of VAT and all other applicable taxes and charges.
17. In case of additional participants, the price shall be the same or less than the regular price per pax; and
18. Waived electricity charges for laptops and projectors brought by the participants;
19. Transportation and transfers for participants;
20. Corporate Photo + Video Coverage during the Conference and Tour
21. PhilGEPS Registered.

## SPECIFIC REQUIREMENTS

### A. VENUE

The service provider shall provide a venue for **4-day Conference**, Airport Transportation, Photo Documentation team, and Fellowship Night/Welcome Dinner during the event. Below are the minimum requirements:

#### Day 0 30 November 2022, Wednesday

- Arrival of foreign delegates
- Transportation of delegates from the airport to the hotel venue
- Facilitation of check-in of foreign delegates
- Technical Dry-Run

#### Day 1 01 December 2022, Thursday

- Arrival of foreign and local delegates
- Transportation of delegates from the airport to the hotel venue
- Facilitation of check-in of foreign and local delegates
- **Holding Room** that can accommodate 20 persons (foreign and local delegates) before check-in
- Welcome Dinner and Cultural Presentation

#### Day 2 02 December 2022, Friday

- **One (1) Ballroom Type function room** that can accommodate **40 participants**, provision of LED Wall and /or LCD Projector and screen for Conference Talks
- Dinner



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### Day 3 03 December 2022, Saturday

- Educational Tour
- Dinner

### Day 4 04 December 2022, Sunday

- Check-out of foreign and local delegates
- Transportation of delegates from the hotel venue to airport

## B. FOOD

The service provider shall provide the following meal requirements:

### Day 0 30 November 2022, Wednesday

Arrival of foreign delegates

P.M. Snacks  
Dinner

### Day 1 - December 01, 2022, Thursday for 40 pax

Arrival of Foreign and Local Delegates

A.M. Snacks  
Lunch  
P.M. Snacks  
Welcome Dinner and Cultural Presentation (Buffet)

### Day 2 - December 02, 2022, Friday for 40 pax

Conference Talks

A.M. Snacks  
Lunch  
P.M. Snacks  
Dinner

### Day 3 03 December 2022, Saturday for 40 Pax

Tour

A.M. Snacks (packed)  
Lunch  
P.M. Snacks (packed)  
Dinner            buffet

### Day 4 04 December 2022, Thursday for 40 Pax

Departure of Foreign and Local Delegates (late checkout at 3 P.M.)

A.M. Snacks (packed)  
Lunch  
P.M. Snacks (packed for 6 pax)  
Dinner            (packed for 6 pax)

- Free clean 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.



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## C. ACCOMMODATION (ROOMS) FOR FOREIGN AND LOCAL DELEGATES, INCLUDING SECRETARIAT

- **40 rooms** (Luxury Rooms/Deluxe Rooms double occupancy for Foreign Delegates and Local Delegates) with complimentary breakfast for 4 days and 3 nights, check-in on 01 December 2022 and checkout on 04 December 2022;
- With free breakfast;
- Provision of Airport Transfers;
- Complimentary use of unlimited stable internet access; and
- Free access to hotel amenities.

## D. CORPORATE PHOTO + VIDEO COVERAGE FOR THE CONFERENCE

- Unlimited shots and final output files stored in USB flash drive
- Edited photos (Photos on high-resolution copy-jpeg)
- Audio Visual Presentation slideshow
- Onsite Photo slideshow (same-day edit (SDE) photos)
- Onsite Video (same-day edit (SDE) videos)

## E. EDUCATIONAL TOUR

- Site tour for **40 pax**.
- Transportation from Hotel to educational tour site, vice-versa
- Packed meals
- Social distancing while in transport
- 1 Tour Guide and/or 1 First Aide

## F. TOKENS

- Tokens for Foreign and Local Delegates for 40 pax
- Options to consider are:
  - a. Basket of goodies
  - b. Filipino souvenir items - jeepney, calesa
  - c. Bamboo sunglasses
  - d. Bamboo water bottle with the event logo
  - e. Umbrella and hats

## G. MEETING/ CONFERENCE KITS

- Customized Conference bag, pad, pen, id, id lace/lanyard for 40 pax

## H. COMMUNICATION ALLOWANCE

- 15 Call, Text, and Net Cards worth (Php 500 each)

## I. AIRPORT TRANSPORT TO HOTEL, VICE-VERSA AND TRANSPORT FOR EDUCATIONAL TOUR

- Transport from airport to hotel before and after the event
- Transportation to tour sites (2 Coasters)

## J. LEIS FOR VIP GUESTS AND FOREIGN AND LOCAL SPEAKERS

- 10 customized leis for Foreign Delegates
- 10 customized leis for VIP Guests and Plenary Speakers



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## K. FRAMES WITH PARCHMENT PAPERS

- Parchment Papers for the printing of certificates of appreciation for VIP Guest Speakers, Foreign and Local Speakers for 20 pax
- Frames for the printed certificates for 20 pax

## L. 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 LEASE OF VENUE FOR THE CONDUCT OF PRB OF INTERIOR DESIGN'S INTERNATIONAL CONFERENCE UNDER THE 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 best offer quotation/s for the item/s as follows:

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

Provision of lease of venue (including food, accommodation, other general services (cultural presentation), prescribed equipment, advertising expenses (photo and video coverage, avp production), meeting kit supplies, transportation and other basic amenities) for the conduct of PRB of Interior Design'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: