



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



REGULAR MEMBERS:

ERWIN M. ENAD
Chairman

MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELE 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

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REGIE O. TORRES
Provisional Member, IT Projects

CRISANTO L. DECENA
Provisional Member, Non-IT Projects

SECRETARIAT:

KAREN M. MAGSALIN
Secretary

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JOEL P. IGNACIO
Member

ARVIN R. LUNAR
Member

NOMAN MAUI G. EBORA
Member

REQUEST FOR QUOTATION RFQ No. 2022 - 96

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 GUIDANCE AND COUNSELING'S INTERNATIONAL CONFERENCE UNDER 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 using the "PRC Official Forms" provided herein duly signed by the owner or his duly authorized representative **not later than 28 October 2022 at 9:00 AM**. Evaluation of quotation/proposal will be on **28 October 2022, at 11:00 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).

- o For Individual (only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)
- o 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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❖ 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. Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
6. **Lowest Calculated Bidder may be subjected to Post Qualification Conference** whenever necessary.
7. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
8. Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
9. 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 FOR THE CONDUCT OF PRB OF LANDSCAPE ARCHITECT'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND 2022
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 Five Million One Hundred Fifty-One Thousand Three Hundred Eighty-Four Pesos and Seventy-Four Centavos (Php5,151,384.74) 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 (TOR)

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 GUIDANCE AND COUNSELING'S INTERNATIONAL CONFERENCE UNDER INTERNATIONAL COMMITMENTS FUND (ICF) 2022

Rationale

The **First International Conference for ASEAN Counselors** is scheduled on **23-25 November 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 Php5,151,384.74 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 2-day conference, accommodations and other basic amenities with the following specifications:

GENERAL REQUIREMENTS

1. Conference Dates: 23-25 November 2022 (3 nights)
2. Guaranteed number of persons: 112 pax (40 Foreign delegates, 72 Local delegates including Secretariat);
3. Welcome Dinner and Cultural Presentation: 23 November 2022
4. 4 or 5-star hotel and location shall be in Metro Manila, Philippines;
5. Four (4) days & three (3) nights (early check-in on 22 November 2022 and late check-out on 25 October 2022) hotel room accommodation for 76 rooms (Luxury Room, Single/Double Occupancy) with free breakfast;
6. One (1) Conference Room that can accommodate 112 participants for three (3) 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);



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9. Sound system with at least three (3) wireless microphones;
10. Complimentary use of Holding Room/Secretariat Room during the activity that can accommodate at least 40 pax with free meals, snacks and beverages for arrival of guests prior to 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. Near the Airport (Ninoy Aquino International Airport)
17. Price quotation should be denominated in Philippine pesos and inclusive of VAT and all other applicable taxes and charges.
18. In case of additional participants, the price shall be the same or less than the regular price per pax;
19. Waived electricity charges for laptops and projectors brought by the participants;
20. Transportation and transfers for participants;
21. Corporate Photo + Video Coverage (Day 1 to Day 3);
22. Corporate Livestream Coverage (Day 1 to Day 3); and
23. PhilGEPS Registered.

SPECIFIC REQUIREMENTS

A. VENUE

The service provider shall provide venue for **3-day Conference (23-25 November 2022)**, Airport Transportation, Photo Documentation team, and Welcome Dinner/Fellowship Night during the event. Below are the minimum requirements:

Day 0 (22 November 2022)

- Arrival of foreign and local delegates
- Airport transfer of delegates
- Facilitation of check-in of foreign and local delegates
- Holding Room with meals and beverages prior to check-in
- Dry Run

Day 1 (23 November 2022)

- **One (1) Conference Type** function room that can accommodate **112** participants in the morning (7:00 A.M. – 6:00 P.M.), provision of LED Wall and/or provision of LCD Projector and screen;
- Welcome Dinner and Cultural Presentation with Live Band
- **Ballroom Type function room** that can accommodate **112** participants for the **Welcome Dinner and Cultural Presentation**



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Day 2 (24 November 2022)

- **One (1) Conference Type** function room that can accommodate **112** participants in the morning (8:00 A.M. – 6:00 P.M.), provision of LED Wall and/or provision of LCD Projector and screen;
- **Dinner with Live Band**

Day 3 (25 November 2022)

- **One (1) Conference Type** function room that can accommodate **112** participants in the morning (7:00 A.M. – 2:00 P.M.), provision of LED Wall and/or provision of LCD Projector and screen;
- Educational Tour (2:00PM – 5:00PM)
- Late Checkout/ Departures
- Transportation to Eco-Tour Sites
- Transportation of foreign delegates from the hotel venue to the airport.

B. FOOD

The service provider shall provide the following meal requirements:

22 November 2022 for 112 Pax

DAY 0: Arrival of Delegates
A.M. Snacks
Lunch
P.M. Snacks
Dinner

23 November 2022 for 112 Pax

DAY 1: Conference Talks
Breakfast
A.M. Snacks (+ 20 students- Chorale)
Lunch
P.M. Snacks
Dinner : Welcome Dinner and Cultural Presentation
(+20 students- Cultural Performers)

24 November 2022 for 112 Pax

DAY 2: Conference Talks
A.M. Snacks
Buffet Lunch
P.M. Snacks
Dinner

25 November 2022 for 112 Pax

DAY 3: Conference Talks, Closing Program and Educational Tour
A.M. Snacks
Lunch
P.M. Snacks (Packed) for Educational Tour



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- 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.

C. Accommodation (Rooms) for Foreign and Local Delegates

- 76 rooms for Foreign Delegates and Local delegates (Luxury Room, Single/Double Occupancy) for 4 days and 3 nights, check-in on 22 November 2022 and late check-out on 23 November 2022;
- With free breakfast;
- Provision of Airport Transfer;
- Complimentary use of unlimited stable internet access; and
- Free access to hotel amenities.

D. Corporate Photo + Video Coverage (Day 1 to Day 3)

- Unlimited shots from Day 1 to Day 3
- 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 photos from Day 1 to Day3)
- Onsite Video (same day edit video from Day 1 to Day 3)

E. Corporate Livestream Coverage (Day 1 to Day 3)

- Camera video operators
- Transmitter platforms: Facebook and YouTube
- Zoom Premium Account
- Recorded Video Documentation of the Livestream Coverage in USB flash drive

F. Transportation

- Airport Transfers: Whole day available transport from airport to hotel before and after the event
- Transportation to tourism sites and going back to Hotel for 112 pax
- Transportation from PICC to Hotel for Secretariat and Equipment
- Transportation of (20 pax) Choral Members on Day 1 (PNU)
- Transportation of (20 pax) Performers for Cultural Presentation on Day 1 (PNU)

G. Tokens for the Speakers and Guests

- 10 Tokens for Plenary Speakers, and for VIP Guests

H. Souvenirs for Delegates

- Filipiniana souvenirs for Foreign and Filipino delegates for 112 pax

I. Meeting Kits

- Customized bag, pads, pens, ids, id laces, and jackets for 112 pax

J. Communication Allowance

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



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K. Live Bands for Dinners

- Live band entertainment for dinners

L. Leis for VIP Guests and Foreign and Local Speakers

- 50 customized leis for guest speakers and foreign delegates

M. 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

N. 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 GUIDANCE AND COUNSELING'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 best offer quotation/s for the item/s as follows:

LEASE OF VENUE FOR THE CONDUCT OF PRB OF GUIDANCE AND COUNSELING'S INTERNATIONAL CONFERENCE UNDER 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 Guidance and Counseling'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: