





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:

- 
JOSE Y. CUETO, JR.
Chairman
- 
MARIA LIZA M. HERNANDEZ
Vice-Chairperson
- GISELLE G. DURANA**
Member
- 
HENRIETTA P. NARVAEZ
Member
- WILMA T. UNANA**
Member

ALTERNATE MEMBERS:

- OMAIMAH E. GANDAMRA**
Vice-Chairperson
- JANE R. SEVESES**
Member
- MARIDEL G. BANASIG**
Member
- 
TEODORO V. MENDOZA II
Member

PROVISIONAL MEMBERS:

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

SECRETARIAT:

- KAREN M. MAGSALIN**
Secretary
- MARGIERY D. DULIN**
Member
- LIEZEL F. BURAGA**
Member
- CHRISTOPHER A. MAYO**
Member
- ELIEZER C. LEYCO**
Member
- JOEL P. IGNACIO**
Member
- ARVIN R. LUNAR**
Member
- NOMAN MAUI G. EBORA**
Member

REQUEST FOR QUOTATION

RFQ No. 2022 - 54

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 (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS.**

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,


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 (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS** 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.

Name of Project :	LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS
Approved Budget for the Contract :	One Million Eight Hundred Sixty-Six Thousand Six Hundred Sixty-Six Pesos and Sixty-Seven Centavos (Php1,866,666.67)
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila
Specification :	See attached Annex "A" for the Terms of Reference and Schedule of Delivery, and Annex "B" for Financial Bid.

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, 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 15, 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 15, 2022, at 11:00 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:

- 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.
- All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.



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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.
Commissioner
BAC Chairman



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ANNEX "A"

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TERMS OF REFERENCE (TOR)

LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS

Rationale

By virtue of Proclamation No. 118, Series of 1987, the Professional Regulation Commission (PRC) has institutionalized the annual celebration of "Professional Regulation Week", and the highlight of which is the Awards' Night in which outstanding professionals and accredited profession organizations are given honor and acknowledgement on their achievements and invaluable service and support to the government.

To house this prestigious event, an appropriate external service provider will be contracted with the following terms and conditions:

I. Approved Budget for the Contract

The supplier 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 Sixty-Six Thousand Six Hundred Sixty-Six Pesos and Sixty-Seven Centavos (Php1,866,666.67), 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

1. Event Date: **July 29, 2022**
Time Frame: 8:00 PM (July 28, 2022) -10 PM (July 29, 2022)
2. Guaranteed number of persons: **800 pax**
3. Location should be within the National Capital Region.
4. Complimentary use of registration table and the registration area must be spacious enough to accommodate the influx of participants.
5. Basic Table Arrangement (rounds for 8s set-up)
6. Complimentary and unlimited use of internet access in function room and in all wifi hot spots.
7. Use of function room for 5 hours.
8. Dinner Set (food and drinks)
9. Complementary basic floral centerpiece
10. Stage platform.
11. Dancefloor.
12. Red Carpet.
13. Name cards for VIP table
14. Good lights and air conditioning (maximum of 80 amperes for outside suppliers of lights and sound system)



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- 15. Waived electricity charges for laptop and projector brought by the Commission.
- 16. Upkeep and disinfection of the venue.
- 17. Hand sanitizing stations.
- 18. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

Specific Requirements

A. Venue

The service provider shall provide the free use of function room during the duration of the activity that is big enough to accommodate the 800 participants. Must be well-lighted, ventilated and senior citizen friendly for easy movement of foot traffic and compliant with the health protocols of the IATF for the event.

B. Food

The service provider shall provide the following meal requirements for a maximum of 800 pax:

- Dinner Set
- Menus are subject to the approval of the Commission

C. Payment Scheme

The payment for the services rendered shall be made within 15 - 30 days upon issuance of the Statement of Account (SOA) 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 based on 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 (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS

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



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ANNEX "B"

REGULAR MEMBERS:

Jose Y. Cueto, Jr.
JOSE Y. CUETO, JR.
Chairman

Maria Liza M. Hernandez
MARIA LIZA M. HERNANDEZ
Vice-Chairperson

GISELLE G. DURANA
Member

Henrietta P. Narvaez
HENRIETTA P. NARVAEZ
Member

WILMA T. UNANA
Member

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Vice-Chairperson

JANE R. SEVESES
Member

Maridel G. Banasig
MARIDEL G. BANASIG
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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 (INCLUDING FOOD) FOR THE CONDUCT OF 2022 PRC AWARDS

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: