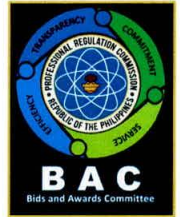




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

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



REGULAR MEMBERS:

L. LOUIS P. VALERA
 Chairman

DEMOSTHENES N. MISTAL
 Vice-Chairman

JESPER P. PAQUITO
 Member

LAMA GRACE C. YANG-EO
 Member

CRISANTO L. DECENA
 Member

ROSEWYN DALUZ G. GASCON
 Member

ALTERNATE MEMBERS:

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 Member

PROVISIONAL MEMBER:

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 Provisional Member, IT Projects

SECRETARIAT:

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 Secretary

DOLORES Y. DIMAANO
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EMMANUEL B. ANDAYA
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 Member

JOHN LEONARD I. RELLOSA
 Member

WIL CHARLOTTE G. OLARTE
 Member

REQUEST FOR QUOTATION
RFQ No. 2024-36

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:

**NAME OF PROJECT: RFQ No. 2024-36- LEASE OF VENUE
 (INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2024 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-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 02 July 2024, at 10:30 AM**. Evaluation of quotation/proposal will be on **02 July 2024, at 01:30 PM** 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.



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Provisional Member, IT Projects

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Secretary

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Member

2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return (*for ABCs above P500,000.00*);
4. Notarized Omnibus Sworn Statement (*for ABCs above P50,000.00*);
5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney* as representative for sole proprietorship.

The ID of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, 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" and "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.

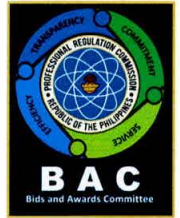
Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

REGULAR MEMBERS:

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 Chairman

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 Vice-Chairman

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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.
- 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.

TERMS OF REFERENCE

Name of Project :	LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE FY 2024 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-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 Four Hundred Thousand Pesos (Php1,400,000.00) inclusive of all applicable bank and government charges.
Location :	Professional Regulation Commission P. Paredes St., Sampaloc, Manila



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 Member

WIL CHARLOTTE G. OLARTE
 Member

Scope of Service: The contractor should be able to provide the activity venue, food, and other basic amenities with the specifications provided below.

General Requirements:

1. Event Date: **15 to 16 July 2024 (LIVE-OUT ARRANGEMENT)**
 Time Frame: 8:00 A.M. - 10:00 P.M. (200 participants) - Day 1
 8:00 A.M. - 2:00 P.M. (200 participants) - Day 2
2. Guaranteed number of participants: **200 pax**
3. Location should be in close proximity with or nearby the PRC Central Offices in Metro Manila.
4. Four (4) rooms with either two (2) beds or one (1) king size bed for one (1) day.
5. LED Wall for the duration of event.
6. Round Table or Classroom set-up.
7. Complimentary use of registration table in a designated registration area that must be spacious enough to accommodate the influx of participants.
8. Complimentary and unlimited use of internet access in the function room and in all Wi-Fi hot spots.
9. At least ten percent (10%) of the total number of participants with free parking spaces.
10. Complimentary use of the Philippine Flag.
11. Complimentary use of a Flag Pole for the PRC Flag.
12. Waived electricity charges for laptop projector printer and other equipment brought in by the Commission.
13. In case of additional participants, the price shall be the same or less than the regular price per person; and
14. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.

Specific Requirements:

A. Venue

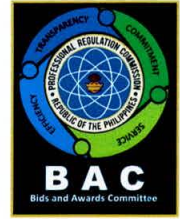
The contractor shall provide the free use of function room during the duration of the planning activity, with ample space to accommodate the 200 participants. For ease of movement, as well as for the general safety and comfort of participants, it must be well-lighted, well-ventilated, and senior citizen-friendly.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



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- Whiteboard with marker and eraser
- 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: Heavy Breakfast, Buffet Lunch, and Dinner
- Day 2: Heavy Breakfast, Buffet Lunch
- 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. 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 2024 MID-YEAR PERFORMANCE
ASSESSMENT (MYPA) AND RE-PLANNING CONFERENCE**



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ANNEX "B"

REGULAR MEMBERS:

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 Chairman

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 Vice-Chairman

JESPER P. PAQUITO
 Member

LAMA GRACE C. YANG-EO
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 Member

JOHN LEONARD I. RELLOSA
 Member

WIL CHARLOTTE G. OLARTE
 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 quotation/s for the item/s as follows:

**LEASE OF VENUE (INCLUDING FOOD) FOR THE CONDUCT OF THE
 FY 2024 MID-YEAR PERFORMANCE ASSESSMENT (MYPA) AND RE-
 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: