



Republic of the Philippines  
Professional Regulation Commission  
Manila

ILOILO REGIONAL OFFICE  
N.B. Bldg., Lopez Jaena Street, Jaro, 5000 Iloilo City

**REGIONAL BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**  
(Negotiated Procurement)

November 7, 2017

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

The Regional Bids and Awards Committee of this office is inviting your company to participate in the Negotiated Procurement under Section 53.10 - Lease of Real Property and Venue of the 2016 Revised IRR of R.A. No. 9184 for the project: Lease of Venue (including team building facilitator/s, food and accommodation) for the Conduct of 2017 Team Building Activity of Professional Regulation Commission Iloilo Regional Office (PRC Iloilo).

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A-B", for you reference.

For inquiries you may email at [prc2.iloilo@gmail.com](mailto:prc2.iloilo@gmail.com) or you may call at (033) 329-2733 and look for Ms Mary Grace L. Catalan or Mr. Romel B. Balisang.

Thank you.

Very truly yours,

**BLESILDA T. MAS ANG CAY**  
Officer-in-Charge  
Chairperson, RBAC

BTM/rbb

## **REQUEST FOR QUOTATION** (Negotiated Procurement)

The PROFESSIONAL REGULATION COMMISSION ILOILO REGIONAL OFFICE (PRC Iloilo), with address at N.B. Bldg., Lopez Jaena Street, Jaro, Iloilo City, through its Regional Bids and Awards Committee (RBAC), will undertake a Negotiated Procurement for the Project: LEASE OF VENUE (including Team Building Facilitator/s, food and accommodation) for the conduct of 2017 Team Building Activity of PRC Iloilo in accordance with Section 53.10 - Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

**Name of Project:** LEASE OF VENUE (INCLUDING TEAM BUILDING FACILITATOR/S, FOOD AND ACCOMMODATION) FOR THE CONDUCT OF 2017 TEAM BUILDING ACTIVITY OF PROFESSIONAL REGULATION COMMISSION ILOILO REGIONAL OFFICE  
RFQ - NP No. 2017-01

**Approved Budget for the Contract:** SIXTY-EIGHT THOUSAND PESOS (₱68,000.00)(INCLUSIVE OF ALL TAXES)

**Specification:** See attached Annexes “A & B” for the Term of Reference and Financial Bid.

Interested bidders who are legally, technically and financially capable may submit their quotation/proposal manually or through facsimile or via email, duly signed by the owner or his duly authorized representative on or before 1:00 o'clock in the afternoon of November 10, 2017 at PRC Iloilo Office, 2nd Floor, N.B. Building, Lopez Jaena St., Jaro, Iloilo City, at which time the quotation/proposal will be evaluated at the Confidential Printing Room in the presence of the representative who may choose to attend.

### TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of thirty (30) calendar days from the date of the submission of the quotation.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. All quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
5. Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any erasures or overwriting shall be valid only if they are properly signed by you or your duly authorized representatives.

Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Valid Mayor's / Business Permit
2. Valid PhilGEPS Registration Number
3. Latest Income / Business Tax Return  
(Except for government agencies as lessors)

PRC reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

## TERM OF REFERENCE (TOR)

### LEASE OF VENUE (INCLUDING TEAM BUILDING FACILITATOR/S, FOOD AND ACCOMMODATION) FOR THE CONDUCT OF 2017 TEAM BUILDING ACTIVITY OF PROFESSIONAL REGULATION COMMISSION ILOILO REGIONAL OFFICE

#### I. Approved Budget for the Contract

The supplier shall bid for all items described in this Terms of Reference, which shall not exceed the Approved Budget for Contract (ABC) in the amount of Sixty-Eight Thousand Pesos (P68,000.00).

#### II. Scope of Service

The service provider should be able to provide the activity facilitator/s, venues, accommodations and food with the following specifications:

General Requirements	Statement of Compliance <i>(either "Comply or Not Comply")</i>
<b>A. Availability of Team Building Facilitator/s</b>	
<b>B. Availability of Venue</b> Event Date: <b>December 1-2, 2017</b> (One Night and One Day) <i>Check In: Night of December 1, Check Out: Afternoon of December 2</i>	
<b>C. Location</b> 1. Location should be in nearby municipalities, approximately 45 minutes to one (1) hour of travel by land from Jaro, Iloilo City 2. Free parking space reserved for participants within or near venue	
<b>D. Accommodations</b> Guaranteed number of participants: <b>40 pax</b>	
<b>E. Facilities</b> With facilities for Team Building activities	
<b>F. Others</b> 1. One complimentary tarpaulin: Welcome Banner 2. Accommodations, food and use of function room and other facilities/amenities. In case of additional participants, it shall be at the same price or less than the regular participants; and 3. Price quotation should be denominated in Philippine Peso and inclusive of VAT and all other applicable taxes and charges.	

Specific Requirements	Statement of Compliance (either "Comply or "Not Comply")
<p><b>A. Team Building Facilitator/s</b></p> <ol style="list-style-type: none"> <li>1. The service provider shall provide facilitator/s who shall facilitate Team Building activities.</li> <li>2. Team Building activities are subject to the approval of PRC Iloilo Regional Office</li> </ol>	
<p><b>B. Venue</b></p> <p>The service provider shall provide venues for various activities in the duration of the event. However, in case of bad weather conditions, outdoor activities shall be conducted in a covered area/room</p>	
<ol style="list-style-type: none"> <li>1. Outdoor Area for Team Building Activities/ Function Room <ol style="list-style-type: none"> <li>a. Spacious outdoor area that can accommodate the number of participants</li> <li>b. Complimentary use of sports facilities for team building activities</li> <li>c. Provision for lights and audio/PA system including microphones</li> <li>d. Free use of basic props for team building activities such as ropes, sacks and tires</li> <li>e. Water station in team building areas</li> <li>f. Availability of function room / covered space to serve as banquet area for meals</li> </ol> </li> </ol>	
<p><b>C. Accommodations</b></p> <p>The service provider shall provide accommodations with the following minimum requirements:</p> <ol style="list-style-type: none"> <li>1. Room accommodations for: <b>14 male employees</b> <b>26 female employees</b></li> </ol>	
<ol style="list-style-type: none"> <li>2. Complimentary use of other resort facilities and amenities such as courts, swimming pools, etc.</li> </ol>	
<p><b>D. Food</b></p> <p>The service provider shall provide the following meal requirements for a minimum of 40 pax.</p> <ol style="list-style-type: none"> <li>1. Free flowing coffee/ice tea, with provision for water station, throughout the event</li> <li>2. Day 1: Assisted Buffet Dinner (upon arrival)</li> <li>3. Day 2: Assisted Buffet Breakfast, AM Snacks, Assisted Buffet Lunch, PM Snacks</li> <li>4. Menus are subject to the approval of PRC Iloilo Regional Office</li> </ol>	
<p><b>E. Payment Scheme</b></p> <p>The payment for the services rendered shall be made within fifteen (15) days upon issuance of the billing statement by the supplier.</p>	
<p>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.</p>	

### **III. Evaluation and Selection Criteria (Rating Scheme)**

Bid proposals shall be subjected to the Rating Factors for Lease of Venue under Appendix C of the RIRR of Republic Act No. 9184. Compliance Rating and Post Qualification shall be conducted by the PRC Iloilo Regional Office RBAC Members and Secretariat.

**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:

Total Bid Price for the Project (Inclusive of all Taxes)

In Figures: \_\_\_\_\_

In Words: \_\_\_\_\_  
\_\_\_\_\_

**\*THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT.**

\_\_\_\_\_  
Bidder's authorized signature over printed name

Designation: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_