

**TECHNICAL SPECIFICATIONS**  
**LEASE OF OFFICE SPACE – PROVINCE OF DINAGAT ISLANDS**  
**SATELLITE OFFICE**

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**OVERVIEW**

The Philippine Statistics Authority (PSA) is providing this Technical Specifications (Terms of Reference) explicitly stipulating the space and technical requirements relative to the procurement of office space in the Province of Dinagat Islands Satellite Office, in compliance with the Revised Implementing Guidelines for Lease of Privately-Owned Real State and Venue of the Republic Act 9184 (Government Procurement Reform Act).

**A. OBJECTIVE**

To lease an office space that meets the space requirements and conditions of the Philippine Statistics Authority for its Satellite Office in the Province of Dinagat Islands specifically intended to serve the populate of the province. The said office should be accessible to the public who are residing or situated in the said province.

**B. LOCATION**

The location of the office space to be leased must be strategically located in barangay Poblacion of San Jose or in its nearby barangay. Also, the Satellite Office shall be located near to the Government Center of the Province and accessible to the commuting public.

**C. SPACE REQUIREMENTS**

The estimated total space requirement of the Satellite Office of the Province of Dinagat Islands is 70 square meters.

**D. PARKING REQUIREMENTS**

The lessor shall provide one (1) parking space to be occupied by PSA for the exclusive use of service vehicles of its employees, clients and visitors.

**E. BUILDING EQUIPMENTS AND FACILITIES**

The building must be structurally sound as certified by the proper authorities, free from flooding and must have a clogged free drainage system.

The building must have the following facilities/amenities:

1. Main meter and/or sub-meter for electrical and water supply exclusively for the use of the lessee;
2. Sufficient electrical fixtures, lighting fixtures and convenience outlets.
3. Provision for comfort room (CR) with lavatory.
4. Floor to ceiling clearance must be at least 2.40 meters to 2.60 meters;
5. The building owners should provide for free an adequate space for the installation of the horizontal and vertical signage;
6. PSA should be allowed to demolish/chip portion of walls and floors for the installation of A/C units and other requirements;

#### **F. I.T. REQUIREMENTS**

The building must have the following:

1. PSA should be allowed to demolish/chip portion of walls and floors for the installation of data cables;
2. Access to the building electrical room for any IT troubleshooting.

#### **G. TERM OF LEASE**

The basic term of contract shall be for the period of three (3) years subject to yearly renewal without escalation within the same period.

#### **H. DOCUMENTARY REQUIREMENTS**

1. Licenses/Permits: Annual Inspection Certificate from the Municipal Engineering Office (fire, electrical, and sanitary)
2. Floor Plan, Electrical Plan (as Built), Sanitary Plan (As Built)


#### **I. OTHER PROVISIONS THAT SHALL BE INCLUDED IN THE CONTRACT**

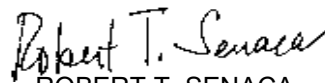
1. Rental payments of the leased premises shall be in Philippine Pesos and will be based on the agreed amount per square meter, per month, inclusive of VAT, payable on or before the tenth day of each succeeding calendar month.
2. The lessor shall maintain peaceful and adequate enjoyment of the leased property during the period of lease
3. The lessor shall undertake major repairs including damage due to fortuitous events during the effectivity of the lease and to complete such repairs within the specified time frame.
4. The lessor shall maintain the premises of the building/space in good and tenantable condition during the term of lease.
5. The real state taxes and assessment on the leased property shall be for the account of the lessor.

6. The lessee may allow to install any figures and furnishings in the leased premises and may remove the same upon the termination of the contract of lease provided that such removal does not cause damage to the building.

Prepared by:

**PROVINCIAL BUILDING COMMITTEE**

  
STAT I GREGORIA A. TISANG  
Member

  
ROBERT T. SENACA  
Chairperson

  
SCO I HELEN GRACE N. RUBIO  
Member

  
AASST III REGILYN H. LACSAMANA  
Member

  
AASST II HARLENE C. ER-ER  
Member

Submitted by:

  
**GLENNBOY C. LISTON**  
Caretaker Dinagat Islands Satellite Office

Recommended by:

  
**VIRGILIO G. AVELINA, JR**  
Interim Provincial Statistics Officer, Surigao del Norte