

Section I. INVITATION TO SUBMIT PROPOSAL

FOR THE

NEGOTIATED PROCUREMENT OF A FIVE-YEAR LEASE

CONTRACT OF AN OFFICE SPACE FOR THE MAKATI CITY

CIVIL REGISTRATION SERBILIS (CRS) OUTLET

No. 01-NP18

Lease Contract for Office Spaces for Philippine Statistics Authority National Capital Region-Regional Statistical Services Office Makati City Civil Registration Serbilis (CRS) Outlet

The **PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE-NATIONAL CAPITAL REGION (PSA RSSO-NCR)**, through the *General Appropriations Act (GAA) of 2018*, intends to apply the sum of **TWO MILLION SIX HUNDRED EIGHTY EIGHT THOUSAND PESOS ONLY (Php 2,688,000.00) per annum** being the Approved Budget for the Contract (ABC) to payment under the Five-year Lease Contract of an Office Space for the **PSA RSSO-NCR Makati City Civil Registration Serbilis (CRS) Outlet** having requirements as described below:

item	Description
Office Space Requirement	260 sq.m. to 280 sq.m. NOTE: It should be understood that the spaces of external and internal walls within the perimeter whether permanently or temporary, as well as stairways, fire exits, common corridors, common hallways, common comfort rooms, A/C rooms are not considered in the computation of the total office floor area.
Lease Rate	At most Php800.00 per sq.m.
Location	The location of the office space to be leased must be strategically located in Makati City. The proposed office space should be located along major thoroughfares and accessible to public utility vehicles. The office space is preferred to be at the Ground Floor.
Parking Requirement	The Lessor should provide at least (1) parking slot within the premises of the building, free of charge, for the exclusive use of the official vehicle of PSA-NCR aside from non-exclusive privilege to use common parking space/area for the staff, visitors and clients on a first come-first served basis
Building Equipment and Facilities	<ol style="list-style-type: none"> 1. Tons of refrigeration should be at least 24 TR for air-conditioning unit 2. Office space not on the ground floor should have a PWD access and/or elevator or escalator.

item	Description
	3. With existing male and female toilets for public use. 4. Must be accessible or open for business to the public from 7:00AM on all working days including Saturdays 5. Electric power load should support the ACU requirement (TOR) 6. With existing generator set is preferred but not required

TERM OF LEASE

The term of lease of contract shall be for a period of five (5) years commencing on *April 2, 2018*. The Lease may be renewed for another term with the same terms and condition of the prevailing lease, except for rent, which shall be based on Fair Market Value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent.

DOCUMENTARY REQUIREMENTS

Licenses / Permits: Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary

As Built Plans, if available: a) Location Plan; b) Architectural Plan; c) Mechanical Plan; d) Electrical Plan; e) Plumbing Plan; and f) Fire protection plan;

In the absence of as Built Plans, the following should be available: a) Floor plan sketch with complete dimension including ceiling height; and b) Photos

OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT

The **PSA RSSO-NCR** now invites legally, technically, and financially capable Lessors for Five (5) Year Office Space Rental Contract for **Philippine Statistics Authority National Capital Region-Regional Statistical Services Office Makati City Civil Registration Serbilis (CRS) Outlet** as presented above. Procurement process shall be conducted through Negotiated Procurement in accordance to Section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," subject to terms and conditions stipulated in the Instruction to Bidders.

This procurement is restricted to organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, as specified in Republic Act 5183 (R.A. 5183). Only Bids from Bidders who pass the eligibility check will be opened. The process for the eligibility check is described in the Bidding Documents.

PSA RSSO-NCR shall negotiate only to the bidder with the Lowest Calculated Bid (LCB). If the negotiation succeeds, the bidder with LCB shall advance to the post qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during

the post- qualification procedure.

If the negotiation with the bidder who submitted the Lowest Calculated Bid (LCB) failed, PSA RSSO-NCR shall negotiate with the bidder having second (2nd) to the lowest bid, and so on, until a bidder with bid responsive or most responsive to the original specifications and ABC has been determined.

A complete set of Bid Documents may be obtained free of charge by interested Bidders from **March 8, 2018, Monday to Friday (except non-working days), 8:00 a.m. to 5:00 p.m.** at the address indicated below. The Bid Documents shall be received personally by the prospective Bidder or his authorized representative. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS).

Proposals and Eligibility requirements must be delivered to the address below on or before **March 22, 2018, 5:00 p.m.** Late proposals shall not be accepted.

Opening of Proposals shall be on **March 23, 2018, 10:00 a.m.** at 9/F EDSA Grand Residences Bldg., 75 Corregidor St. cor. EDSA, Barangay Ramon Magsaysay, Quezon City. Proposals will be opened in the presence of the Bidder's representatives who choose to attend at the address below.

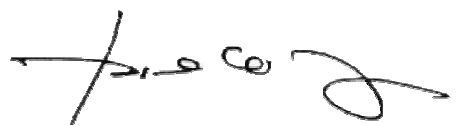
The official time clock shall be the clock located at PSA RSSO-NCR.

The **PSA RSSO-NCR** reserve the right to accept or reject any proposal, to annul the negotiation process, and to reject all proposals at any time prior to award, without thereby incurring any liability to the affected bidder or bidder/s.

For detailed specifications/descriptions please contact RBAC secretariat on the numbers stated below.

For further information, please refer to:

RBAC Secretariat
Philippine Statistics Authority
Regional Statistical Service Office
National Capital Region
9/F EDSA Grand Residences Bldg
75 Corregidor St. cor. EDSA
Barangay Ramon Magsaysay, Quezon City 1105
Tel No (632) 781-7102, (632) 781-7196
Email Address: psa.ncr.crasd@gmail.com



PACIANO B. DIZON
Chairperson, Regional Bids and
Awards Committee-NCR