



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

NCR PROVINCIAL STATISTICAL OFFICE I (CITIES OF MANILA, SAN JUAN, AND MANDALUYONG)

## REQUEST FOR QUOTATION

The Philippine Statistics Authority – RSSO NCR, through its Regional Office Bids and Awards Committee (ROBAC), invites interested parties to submit quotation for the Negotiated Procurement of Lease of Office Space for PSA NCR I 2020 CPH Data Processing Center and Census Headquarters, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184 and GPPB Implementing Guidelines for Lease of Privately-Owned Real Estate & Venue. The details of the project are as follows:

Name of Project: Nine (9) Months Lease of Office Space for  
PSA NCR I 2020 CPH Data Processing Center

Location: within City of Manila or City of San Juan

Approved Budget for the Contract: One Million Five Hundred Twelve Thousand Pesos  
Only (Php 1,512,000.00)

Contract Duration: 01 April 2020 to 31 December 2020

Submission of quotation and eligibility documents is on or before March 16, 2020 10:00 a.m., at

ROBAC Chairperson  
Philippine Statistics Authority  
National Capital Region  
9/F EDSA Grand Residences, 75 Corregidor St., Corner EDSA  
Bago Bantay, Quezon City

Attached is our minimum technical requirements for the lease of office space.

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

For inquiry, you may contact us at Tel No (632) 781-7102, (632) 781-7196 or email us at [psa.ncr.crasd@gmail.com](mailto:psa.ncr.crasd@gmail.com).

Very truly yours,

**MARILYN P. VERGARA**  
ROBAC CHAIRPERSON



9<sup>th</sup> Floor EDSA Grand Residences  
75 Corregidor Street, cor EDSA  
Barangay Ramon Magsaysay, Quezon City 1105  
<http://rssoncr.psa.gov.ph> • [psa.ncr.rssso@gmail.com](mailto:psa.ncr.rssso@gmail.com)

## TECHNICAL SPECIFICATIONS

### A. LOCATION

The location of the office space to be leased must be strategically located in the City of Manila and /or City of San Juan. The proposed office space should be accessible to the commuting public.

### B. SPACE REQUIREMENTS

The total office space requirements (usable) should be at least Two Hundred Ninety Eight Square Meters (298 sq.m).

The floor level of offered space must be located higher than the road level. Office space located above three (3) floors must have a service elevator/escalator.

### C. PARKING REQUIREMENTS

The lessor should provide for free one (1) parking slot for the exclusive use of the official vehicle, employees, clients and visitors of Philippine Statistics Authority- NCR PO I aside from non-exclusive privilege to use common parking space/area.

### D. BUILDING EQUIPMENT AND FACILITIES

Office building shall be made of reinforced concrete, structural steel or combination of both.

The building must have the following facilities / amenities, viz:

1. Main meter or sub meter for electric and water supply for the use of the lessee;
2. Sufficient electrical fixtures, lightning fixtures and convenience outlets.
3. Fire / emergency exits; preferably has Fire alarm / detection system.
4. Electrical facilities requirements include;
  - a. All electrical fixtures, convenience outlets, and switches shall be in good working condition;
  - b. Electric power connection and all electrical components within the space shall meet the electrical load requirements provided for by PSA - NCR PO I.
5. There should be ample provision for communication lines / system;
6. Provision for personnel comfort room (CR) for male/female within the building;
7. The office space has an air-cooled/water-cooled air- conditioning system;
8. The office space is ready for occupancy thus lessor should cover the expenses for the renovation, improvements and air-conditioning facility;
9. PSA – NCR PO I should be allowed to demolish/chip portion of walls and floors for the installation of office equipments;

**A. I.T. REQUIREMENTS**

The building must have the following:

1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. The ceiling must have removable / detachable board for the installation of network cables, or availability of sufficient ceiling space / board breaks to install network cable wiring harness; and
3. With facility of cable entry (service entrance) for the possible installation of network cables from telecommunications companies.

**B. TERM OF LEASE**

The basic term of lease of contract shall be for a period of Nine (9) Months commencing on 01 April 2020 to 31 December 2020.

**C. DOCUMENTARY REQUIREMENTS**

1. Licences/Permits: Mayor's/Business Permit, Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary
2. PhilGEPS Registration Number
3. Income/Business Tax Return

**D. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT**

1. The lessor shall apply pest control and rodent control on all areas occupied by Philippine Statistics Authority NCR PO I before start of the lease and at least once every six (6) months.
2. Any movable structures installed by Philippine Statistics Authority NCR PO I may be removed if the office space is vacated.
3. A moving in and moving out period of at least seven (7) days each or a total of fourteen (14) days without rental charges shall be allowed by the LESSOR to the LESSEE.