



REPUBLIC OF THE PHILIPPINES

PHILIPPINE STATISTICS AUTHORITY

NCR Provincial Office II (QUEZON CITY AND CITY OF MARIKINA)

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 II 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 areas follows:

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

Location : within Quezon City

Approved Budget for the Contract: Two Million Seven Hundred Fifty Five Thousand and Two Hundred Pesos only (Php 2,755,200.00)

Contract Duration: 1 April 2020 to 31 December 2020

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

ROBAC Chairperson
Philippine Statistics Authority
National Capital Region
9/F EDSA Grand Residences, 75 Corregidor St., Corner EDSA
Ramon Magsaysay, 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.

Very truly yours,


MS. MARILYN P. VERGARA
ROBAC CHAIRPERSON

TECHNICAL SPECIFICATIONS

A. LOCATION

The location of the office space to be leased must be strategically located in Quezon City. The proposed office space should be accessible to the commuting public.

B. SPACE REQUIREMENTS

The total office space requirements (usable) should be at most Three hundred Square Meters (300sq.m). Proposed space with larger area shall be accepted provided that the excess area shall be given free.

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 REQUIREMENT

The lessor should provide free one (1) parking slot every time the lessee visits the office.

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. Mainmeter or sub meter for electric and water supply for the use of the lessee;
2. Electrical fixtures, lighting fixtures and convenience outlets to be borne by the lessee.
3. Fire / emergency exits; preferably has Fire alarm / detection system.
4. Electrical facilities requirements include;
 - a. All electrical fixtures, 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 II.
5. There should be ample provision for communication lines / system for the lessee's expense;
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 air-conditioning facility excluding the renovation and improvements to be borne by the lessee;
9. PSA – NCR PO II should be allowed to demolish/chip portion of walls and floors for the installation of office equipments;

E. I.T. REQUIREMENTS

The building must have the following:

1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure) to be borne by the lessee;
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.

F. TERM OF LEASE

The basic term of lease of contract shall be for a period of Nine (9) Months commencing on 1 April 2020 to 31 December 2020.

G. 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

H. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT

1. The lessor shall apply pest control and rodent controls on common areas while the rented office space to be borne by the lessee.
2. Any movable structures installed by Philippine Statistics Authority NCR PO II inside the rented office space may be removed if the office space is vacated.
3. A moving in and moving out period of at least fifteen (15) days each or a total of thirty (30) days without rental charges shall be allowed by the LESSOR to the LESSEE.