



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION

Date: February 10, 2022
RFQ No.: PSA-NCR-RO-22-010

Name of Company:	
Address:	
TIN:	
PhilGEPS Registration No.:	

The **Philippine Statistics Authority** through its Bids and Awards Committee (BAC), intends to procure **Lease of Office Space for FIES Manual and Machine Processing Center of PSA-NCR PSO IV**, in accordance with Section 53.10 (Negotiated Procurement – Lease of Real Property or Venue) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Lease of Office Space for FIES Manual and Machine Processing Center of PSA-NCR PSO IV	Php84,000.00

Please quote your **best offer** in **lot** described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than **15 February 2022 at 10:00 AM**.

The following documents are also required to be submitted **along** with your quotation/proposal on the specified deadline above.

DOCUMENT	REMARKS
Copy of 2022 Mayor's or Business Permit	In case not yet available, you may submit your expired 2021 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
PhilGEPS Registration Number	
Income/Business Tax Return	

For any clarification, you may contact us at telephone no. **937-7738** or email address at psa.ncr.robac@gmail.com


ANJINE PTE R. JUMAQUIO
ROBAC Secretariat


ELMOR G. BARROQUILLO
ROBAC Chairperson



INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS

[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Technical specifications with asterisks () are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.]*

Technical Specifications:	Statement of Compliance
<p>A. LOCATION The location of the office space to be leased must be strategically located in City of Caloocan. The proposed office space should be near to PSA-NCR Provincial Statistical Office IV located at Mc Arthur Highway corner Calle Cuatro, Barangay 81, Caloocan City.</p>	
<p>B. SPACE REQUIREMENTS The total usable office space requirements should be at least 120 sq.m. Proposed space with larger area shall be accepted provided that the excess area shall be given free.</p>	
<p>C. PARKING REQUIREMENT The lessor should provide free parking slots for Motor Vehicle and Motorcycle for the exclusive use of the official vehicle, employees and visitors of PSA-NCR PSO IV aside from non-exclusive privilege to use common parking space/area</p>	
<p>D. BUILDING EQUIPMENT AND FACILITIES Office building shall be made of reinforced concrete, structural steel or combination of both.</p> <p>The building must have the following facilities / amenities, viz:</p> <ol style="list-style-type: none"> 1. Main meter or sub meter for electric and water supply for the use of the lessee; 2. Sufficient electrical fixtures, lighting fixtures and convenience outlets. 3. Fire / emergency exits (preferably has Fire alarm / detection system). 	

<p>4. Electrical facilities requirements include;</p> <p>a. All electrical fixtures, convenience outlets, and switches shall be in good working condition;</p> <p>b. Electric power connection and all electrical components within the space shall meet the electrical load requirements provided for by PSA - NCR PSO IV.</p> <p>5. There should be ample provision for communication lines / system;</p> <p>6. With comfort room (CR) facilities for male/female;</p> <p>7. The office space is ready for occupancy thus lessor should cover the expenses for the renovation and improvements;</p> <p>8. With existing air-conditioning units to use by PSA-NCR PSO IV;</p> <p>9. With proper ventilation;</p>	
<p>E. I.T. REQUIREMENTS The building must have the following:</p> <p>1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);</p>	
<p>F. TERM OF LEASE The basic term of lease of contract shall be for a period of Two (2) Months commencing on any day in February 2022.</p>	
<p>G. DOCUMENTARY REQUIREMENTS</p> <p>1. Licences/Permits: Mayor's/Business Permit, Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary</p> <p>2. PhilGEPS Registration Number</p> <p>3. Income/Business Tax Return</p>	
<p>H. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT</p> <p>1. Any movable structures installed by PSA-NCR PSO IV may be removed if the office space is vacated.</p>	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of

Date

FINANCIAL OFFER

Please quote your best offer for the item(s) below. Price offered should be VAT inclusive. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price.

Please do not leave any blank items. Indicate "0" if item is being offered for free.

Name/Adress of Building and Floor Number of Offered Space	A Office Space (in sq.m.)	B Rental Rate per sq.m. per month (PhP)	C No. of months	D Total Offered Quotation: A x B x C
			2	

Amount in words:

Signature over Printed Name

Designation

Office Telephone No. / Mobile Telephone No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSA-NCR shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. The PSA-NCR shall have the right to inspect office space to confirm their conformity to the technical specifications.
11. Payment of rental fee will be made after receipt claim/invoice from the lessor.
12. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSA NCR shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es