



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
NATIONAL CAPITAL REGION

**REQUEST FOR QUOTATION**  
**LEASE OF OFFICE SPACE FOR PSA – NCR PSO I**

Date: January 12, 2024

**RFQ No.:** PSA-NCR-RO-24-01

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

1. The **Philippine Statistics Authority - NCR**, hereinafter referred to as **PSA-NCR**, through its Regional Office Bids and Awards Committee (ROBAC), intends to apply the sum of **Eight Million One Hundred Fifteen Thousand Three Hundred Sixty Pesos (Php8,115,360.00)** through the General Appropriations Act (GAA) 2024 being the Approved Budget for the Contract (ABC) representing one-year rent inclusive of VAT and all other applicable government taxes, fees and other charges, to payments under the contract for **Lease of Office for PSA – NCR PSO I** (required location: Manila) for one (1) year. Bids received more than the ABC for one year of rent shall be automatically rejected on bid opening.
2. The PSA-NCR now invites legally, technically, and financially capable bidders (lessors) to submit for the Lease of Office Space for PSA-NCR PSO I for one (1) year.
3. Procurement process of this project shall be conducted through Negotiated Procurement-Lease of Real Estate or Venue in pursuant to Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act" subject to Annex "H" and related issue.
4. Interested bidders may obtain further information from PSA-NCR at the address given below during business hours from 8:00 AM – 5:00 PM.
5. Bidders shall submit its bid containing the original, certified true copy, or photocopy signed by the bidder of the following documents:
  - a. Accomplished Technical Specification ("Annex A")
  - b. Price Quotation Form ("Annex B")
  - c. Omnibus Sworn Statement ("Annex C")
  - d. PhilGEPS Registration Number
  - e. Valid Mayor's /Business Permit



9/F EDSA Grand Residences, 75 Corregidor St. Cor EDSA, Quezon City 1105  
Telephone Nos. (632) 8397 7738; (632) 8936 7292; (632)8362-6047  
URL: <http://rssoncr.psa.gov.ph> email: [psa.ncr.rssso@gmail.com](mailto:psa.ncr.rssso@gmail.com)

- f. Income/Business Tax Return
- g. Vicinity Map showing the location of the building
- h. Floor plans showing total leased area

Absence of any documentary requirement enumerated herein shall disqualify the bidder.

6. Bids shall be placed in a sealed envelope marked “**LEASE OF OFFICE SPACE FOR PSA-NCR PSO I**”.

The envelope shall:

- a. Contain the name of the project “LEASE OF OFFICE SPACE FOR PSA-NCR PSO I”;
- b. Bear the name, address, and contact number of the Bidder;
- c. Addressed to the “PSA-NCR ROBAC CHAIRPERSON”
- d. Bear a warning “DO NOT OPEN BEFORE **JANUARY 17, 2024 at 5:00PM.**”

Bids must be duly received by the PSA-NCR ROBAC SECRETARIAT at the address below on or before **JANUARY 17, 2024 at 5:00 PM**. Late bids shall not be accepted. Bidders who wish to submit their bids before the deadline may submit the same to the:

PSA-NCR ROBAC SECRETARIAT  
9th Floor EDSA Grand Residences  
75 Corregidor St., Corner EDSA  
Bago Bantay, Quezon City 1105

The Bids shall be opened to determine the Single/Lowest Calculated Bid (SCB/LCB). The SCB/LCB shall only be based on the rental rate offered. Bids received containing rental rate for one (1) year exceeding the ABC indicated above shall be automatically rejected.

The real property being offered by the Bidder with the LCB/SCB shall be rated in accordance with the Technical Specifications (Annex A). Ocular inspection of the leased premises will be conducted to verify and ascertain the offer and statements made by the bidder with the LCB.

The SCB/LCB which scored at least eighty percent (80%) pursuant to the Table of Rating Factors for Lease of Real Property included herein will be considered as responsive and reasonable and shall be declared as the **Lowest Calculated and Responsive Bid (LCRB)**.

7. The PSA-NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

**MINERVA Z. CARPIO**  
ROBAC SECRETARIAT  
PHILIPPINE STATISTICS AUTHORITY  
NATIONAL CAPITAL REGION  
9th Floor EDSA Grand Residences, 75 Corregidor St., Corner EDSA  
Bago Bantay, Quezon City 1105

Email Address: a.jumaquio@psa.gov.ph

  
**BAMBIE A. VILLARUEL**  
ROBAC CHAIRPERSON

**Date of Posting:**  
**JANUARY 12, 2024**

<b>TECHNICAL SPECIFICATIONS</b>	
<i>“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 Office Space being offered”</i>	
<b>ITEM</b>	<b>One Year Lease Contract of Office Space for PSA-NCR PSO I</b> (Required location: Manila)
Lessee’s Specifications/Requirements	Bidder’s Specifications/Statement of Compliance
<p><b>A. LOCATION</b></p> <p>The location of the office space to be leased must be strategically located in <b>City of Manila</b>. The proposed office space should be accessible to the commuting public.</p>	
<p><b>B. SPACE REQUIREMENTS</b></p> <p>The total office space requirements (usable) should be at least One Thousand Two Hundred Seventy-Six Square Meters (1,276 sq.m). The buildings leasable spaces must be adequate for the PSA-NCR PSO I area requirement for the following:</p> <ul style="list-style-type: none"> <li>• Office for Provincial Statistics Officer (PSO)</li> <li>• Office for Statistical Operation Unit (SOU)</li> <li>• Office for Civil Registry Unit (CRU)</li> <li>• Office for PhilSys Office</li> <li>• Office for Financial Management Unit</li> <li>• Office for Administrative Unit</li> <li>• Office for Information Technology Unit</li> <li>• One (1) Conference Room</li> <li>• One (1) Pantry for PSA-NCR PSO I employees</li> <li>• One (1) Library</li> <li>• Three (3) Enclosed Storage Room</li> <li>• Three (3) Training Room</li> <li>• Processing Area</li> <li>• Lobby</li> </ul> <p>The building office layout must be aligned with the Philippine Statistics Authority-NCR PSO I type arrangement.</p> <p>Proposed space with larger area shall be accepted provided that the excess area shall be given free.</p>	

## TECHNICAL SPECIFICATIONS

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<p>The floor level of offered space must be located higher than the road level and should be in adjoining or succeeding floor(s) with part of the space is located on the first floor.</p>	
<p><b>C. PARKING REQUIREMENTS</b> The lessor should provide for free at least six (6) parking slots for the exclusive use of the official vehicles, employees, clients and visitors of Philippine Statistics Authority-NCR PSO I aside from non-exclusive privilege to use common parking space/area.</p>	
<p><b>D. BUILDING EQUIPMENT AND FACILITIES</b> 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"><li>1. Main meter for electric and water supply exclusively for the use of the lessee;</li><li>2. Sufficient electrical fixtures, lightning fixtures and convenience outlets. There should also be a provision for electrical system (single phase or three phases) for air-conditioning units and other office equipment to be installed;</li><li>3. Fire / emergency exits; preferably has Fire alarm / detection system.</li><li>4. Electrical facilities requirements include;<ol style="list-style-type: none"><li>a. With electric power connection and own meter capable of handling at least 50KW power requirements;</li><li>b. All electrical fixtures, convenience outlets, switches, and telephone jacks / terminals shall be in good working condition;</li><li>c. All electrical components within the building shall meet the electrical load requirements provided for by PSA - NCR PSO I; and</li></ol></li><li>5. There should be ample provision for communication lines / system;</li></ol>	

## TECHNICAL SPECIFICATIONS

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6. Provision for personnel comfort room (CR) with lavatory, bidet, mirror, exhaust fan, and hose bib, three (3) for male and three (3) for female comfort rooms and another one (1) for male/female for exclusive use of the Provincial Statistics Officer of PSA – NCR PSO I.
7. Floor-to-ceiling clearance must be at least 2.40 meters;
8. The building owners should provide/install, for free, a horizontal/vertical Panaflex signage of PSA-NCR PSO I and adequate space for installation of streamer(s) for information/dissemination;
9. The building has an air-cooled/water-cooled air-conditioning system;
10. PSA–NCR PSO I should be allowed to demolish/chip portion of walls and floors for the installation of office equipment;

### **E. I.T REQUIREMENTS**

The building must have the following:

- Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
- The ceiling should have at least 0.30 meter to 0.50 meter clear space from the bottom of the beams and slab, etc. for the installation of horizontal cabling of data cables;
- PSA – NCR PSO I should be allowed to demolish / chip portion of wall and floors for the installation of data cables;
- 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
- With facility of cable entry (service entrance) for the possible installation of network cables from telecommunications companies.

## TECHNICAL SPECIFICATIONS

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### **F. TERM OF LEASE**

The basic term of lease of contract shall be for a period of one (1) year commencing on 1 March 2024 to 28 February 2025. The contract may be renewed annually following the guidelines on renewal of regular and recurring services stated in Appendix 37 of the revised Implementing Rules and Regulations of Republic Act 9184 and upon mutual agreement by the lessee and the lessor. In the event, the lessee and the Lessor agreed to renew the contract, the annual increase shall not be more than 5% of the preceding year’s lease rate commencing on the second renewal which is on the third year of the lease agreement.

### **G. DOCUMENTARY REQUIREMENTS**

1. Licenses / Permits: Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary
2. Floor Plan, Electrical Plan (as Built), Sanitary Plan (as built)

### **H. 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 PSO I at least once every quarter.
2. The lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/systems/components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building.
3. Leasehold improvements and PSA – NCR PSO I signage installation (plan to be presented after ocular inspection of facility being offered for lease) must be allowed.
4. Future renovations and partitioning shall only be done with Lessor consent.
5. Any movable structures installed by Philippine Statistics Authority-NCR PSO I may be removed if the office space is vacated.

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6. The Agency shall pay two (2) months security deposit and equivalent to two (2) months' rent based on the rates applicable to the first year of the Lease Term, payable on or before the signing of the Contract of Lease.
7. Should the Lessor intends to increase the rental, the escalation cost/rate shall only be limited to 5% per annum.
8. The lessor shall cover the expenses for the renovation, improvements and air-conditioning facility of the building including the partition walls on each floor.
9. The lessee shall have a 30 days rent free period for the delivery of its equipment, tables, chairs, cabinets, etc. from the turnover date.
10. Any other services that the bidder may offer.

*Note:* These are Lessee's minimum specifications/requirements. The bidder may offer higher specifications or additional items, if any.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date



## TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Bid.

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I</b>	<b>Location and Site Condition</b>		
	1. Accessibility	40	
	2. Topography and Drainage	30	
	3. Sidewalk and Waiting Shed	15	
	4. Parking Space	10	
	5. Economic Potential	5	
	6. Land classification, utilization, and assessment	-	
	7. Other added amenities	-	
		<b>100</b>	
<b>II</b>	<b>Neighborhood Data</b>		
	1. Prevailing rental rate	40	
	2. Sanitation and health condition	20	
	3. Adverse Influence	10	
	4. Property Utilization	10	
	5. Police and Fire Station	10	
	6. Cafeterias	5	
	7. Banking/Postal/Telecommunication	5	
		<b>100</b>	
<b>III</b>	<b>Real Estate</b>		
	1. Structural Condition	30	
	2. Functionality		
	2.1 Light and Ventilation	10	
	2.2 Space Requirements	20	
	2.3 Circulation	10	
	3. Facilities		
	3.1 Water Supplies and toilet	10	
	3.3 Lighting System	5	
	3.4 Fire Escapes	5	
	4. Other Requirements		
	4.1 Maintenance	5	
	4.2 Building Aesthetics	5	
		<b>100</b>	
<b>IV</b>	<b>Free Services and Facilities</b>		
	1. Janitorial and Security	20	
	2. Air Conditioning	30	

	3. Repair and maintenance	30	
	4. Secured parking space	20	
	5. Water and light consumption	-	
		<b>100</b>	
<b>I</b>	<b>Location and Site Condition</b>	x (0.30) =	
<b>II</b>	<b>Neighborhood Data</b>	x (0.20) =	
<b>III</b>	<b>Real Estate</b>	x (0.40) =	
<b>IV</b>	<b>Free Services and Facilities</b>	x (0.10) =	
	<b>FACTOR VALUE</b>		

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

Quotation Number: \_\_\_\_\_

To: PHILIPPINE STATISTICS AUTHORITY - NCR

Gentlemen:

After having carefully read and accepted the terms and conditions stated in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

ITEM DESCRIPTION	BIDDER'S OFFER
RENTAL RATE, for one year inclusive of VAT and other charges, <i>excluding Security Deposit and Advance Rent</i>	Amount in words:  Amount in figures: Php _____
Total Area (in square meters and must state the number of floors)	_____ sqm; _____ floor/s
Rental Rate per month	Php _____/month
Rental Rate per Square meters per month	Php _____/sqm/month

The following forms part of our offer:

DESCRIPTION (A)	UNIT COST (in PhP per month) (B)	QUANTITY (in months) (C)	TOTAL (in PhP) (B x C)
SECURITY DEPOSIT			
ADVANCE RENT			

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Lease of Office Space for PSA-NCR PSO I from 01 March 2024 to 28 February 2025, of the Philippine Statistics Authority - NCR. Attached herewith is the written authority issued by the Name of Bidder.

We acknowledge that failure to sign each and every page of this Price Quotation Form shall be ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
(signature)  
(in the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_