



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
NATIONAL CAPITAL REGION

REQUEST FOR QUOTATION
LEASE OF OFFICE SPACE FOR PSA – NCR PSO III

Date: August 26, 2022

RFQ No.: PSA-NCR-RO-22-084

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 **Seventeen Million Nine Hundred Fifty-Two Thousand Pesos (Php17,952,000.00)** through the General Appropriations Act (GAA) 2022 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 III** (required location: City of Makati) for one year. Bids received in excess of 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 III for one year.
3. Procurement process of this project shall be conducted through Negotiated Procurement 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

- 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 III**”.

The envelope shall:

- a. Contain the name of the project “LEASE OF OFFICE SPACE FOR PSA-NCR PSO III”;
- 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 **AUGUST 30, 2022 at 5:00PM.**”

Bids must be duly received by the PSA-NCR ROBAC SECRETARIAT at the address below on or before **AUGUST 30, 2022 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 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:

RICHARD P. TOLENTINO
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: psa.ncr.robac@gmail.com


ELMOR G. BARROQUILLO
ROBAC CHAIRPERSON

Date of Posting:
AUGUST 26, 2022

TECHNICAL SPECIFICATIONS	
<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>	
ITEM	One Year Lease Contract of Office Space for PSA-NCR PSO III (Required location: City of Makati)
Lessee’s Specifications/Requirements	Bidder’s Specifications/Statement of Compliance
<p>A. LOCATION</p> <p>The location of the office space to be leased must be strategically located in the City of Makati. The proposed office space should be accessible to the commuting public.</p>	
<p>B. SPACE REQUIREMENTS</p> <p>The total office space requirements (usable) should be at least Two Thousand Two Hundred Square Meters (2,200 sq.m). The buildings leasable spaces must be adequate for the PSA-NCR PSO III area requirement for the following:</p> <ul style="list-style-type: none"> ✓ Philippine Identification System Fix Registration Center (PhilSys FRC) with generator set, parking space, comfort room, waiting lounge and back office for PhilSys personnel and must be situated at the ground floor ✓ Office for Chief Statistical Specialist (CSS) ✓ Office for Supervising Statistical Specialist (SSS) ✓ Office for Statistical Operation Unit (SOU) ✓ Office for Civil Registration Unit (CRU) ✓ Office for Financial Management Unit ✓ Office for Administrative Unit ✓ Office of the Geotagging Unit ✓ Office for Information Management and Technical Services Unit ✓ Office for Unisys/DVSS Unit ✓ One (1) Conference Room/Audio Visual Room ✓ Four (4) Enclosed Training Rooms ✓ One (1) Library ✓ One (1) Machine Processing Room ✓ One (1) Manual Processing Room ✓ One (1) Pantry for PSA-NCR PSO III employees ✓ One (1) Enclosed Spacious Storage Room for Census and Survey Forms 	

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<ul style="list-style-type: none"> ✓ One (1) Enclosed Spacious Stock Room for Office Supplies and Materials ✓ Spacious Lobby ✓ Information Booth <p>The building office layout must be aligned with the Philippine Statistics Authority-NCR PSO III requirement. 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 and should be in adjoining or succeeding floor(s) with part of the space is located on the ground floor suitable for PhilSys FRC.</p>	
<p>C. PARKING REQUIREMENTS</p> <p>The lessor should provide for free at least fifteen (15) parking slots for the exclusive use of the official vehicles, employees, clients and visitors of Philippine Statistics Authority-NCR PSO III and PhilSys Fixed Registration Center aside from non-exclusive privilege to use common parking space/area.</p>	
<p>D. BUILDING EQUIPMENT AND FACILITIES</p> <p>Office building shall be made of reinforced concrete, structural steel or combination of both. The building must have the following facilities / amenities, viz:</p> <ol style="list-style-type: none"> 1. Standby generator set to add extra layer of security and to keep the PhilSys operation running in the event of brownouts or power outages; 2. Provision of elevator for multi-level building with four or more storeys; 3. Main meter for electric and water supply exclusively for the use of the lessee; 4. Sufficient electrical fixtures, lighting 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; 5. Sufficient supply of water; 6. Fire/emergency exits; preferably has Fire alarm/detection system; 7. Electrical facilities requirements include; <ol style="list-style-type: none"> 7.1. With electric power connection and own meter capable of handling at least 50KW power requirements; 	

TECHNICAL SPECIFICATIONS

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7.2. All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals shall be in good working condition;

7.3. All electrical components within the building shall meet the electrical load requirement provided for by PSA - NCR PSO III

8. There should be ample provision for communication lines/system;

9. Provision for Comfort Rooms (CR) with complete fixtures, individual water closet, bidet and tissue holder, 2 sets lavatory with faucets and mirror in the following areas:

GROUND FLOOR

9.1. Reception/Lobby Area and Civil Registration Unit

CR for Male-1 cubicle with water closet

CR for Female- 2 cubicles with water closet

Utility Room with 1 hose bib

9.2 PhilSys Registration Center

CR for Male-1 cubicle with water closet and 1

cubicle with water closet for PWD

CR for Female-1 cubicle with water closet and 1

cubicle with water closet for PWD

Utility Room with 1 hose bib

SECOND FLOOR

Staff CR

CR for Male with 1 cubicle with water closet

CR for Female with 3 cubicles with water closet

Utility Room with 1 hose bib

CSS Room

Pantry

1 set sink

CR with 1 water closet, bidet and tissue holder, 1 set lavatory with faucet and mirror, 1 shower room with enclosure and hot & cold shower, 1 hose bib

THIRD FLOOR

CR for Male-1 room with water closet; 1 cubicle with water closet; 1 shower room

CR for Female-3 cubicles with individual water closet; 1 shower room

Utility Room with 1 hose bib

FOURTH FLOOR

Comfort Room

CR for Male- 2 rooms with individual water closet; 1 shower room

TECHNICAL SPECIFICATIONS

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CR for Female with 3 cubicles; 1 shower room
Utility Room with 1 hose bib;

Pantry
3 sets sink with counter top

10. Floor to ceiling clearance must be at least 2.40 meters;
11. There should be acrylic backlighted logo of PSA in every floor.
12. The building owners should provide/install, for free, a horizontal logo wall/signage of PSA-NCR PSO III and adequate space for installation of streamer(s) for information/dissemination;
13. The building has an air-cooled/water-cooled air-conditioning system;
14. PSA–NCR PSO III 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:

1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. 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;
3. PSA – NCR PSO III should be allowed to demolish/chip portion of wall and floors for the installation of data cables;
4. The ceiling must have at least a portion of removable/detachable board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cable wiring harness; and
5. With facility of cable entry (service entrance) for the possible installation of network cables from telecommunications companies.

TECHNICAL SPECIFICATIONS

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F. MAINTENANCE OF EQUIPMENT

The lessor should provide services for the maintenance of the following equipment on the lessor’s account:

1. Maintenance of generator set inclusive of battery replacement and change oil every 6 months
2. General cleaning of air-conditioning units every 6 months including filter replacement
3. Repair of defective air conditioning unit/s
4. In case of the unrepairable air conditioning unit/s, replacement shall be provided by the lessor on the lessor’s account.
5. General check-up every month of all equipment and fixtures owned and installed by the lessor
6. Monthly maintenance check-up of elevator.
7. Regular pest control service once every six (6) months

G. TERM OF LEASE

The basic term of lease of contract shall be for a minimum period of one (1) year and renewable yearly up to five (5) years, commencing on October 1, 2022. The annual increase shall not be more than 5% of the preceding year’s lease rate commencing on the 3rd year of renewed lease. The Lease may be renewed for another term with the same terms and conditions 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.

H. DOCUMENTARY REQUIREMENTS

In addition to documents required in the request for quotation, lessor is required to submit the following:

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

I. 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 III at least once every six (6) months.
2. The lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and

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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 III 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 III may be removed if the office space is vacated.

6. Should Lessor opt to require the Lessee an advance rent and or security deposit, the same must not exceed to two (2) months each of equivalent rental rate in the first year of the Lease Term and will be payable on or after the signing of the Contract of Lease.

7. The lessor shall cover the expenses for the renovation, improvements and air-conditioning facility of the building including the partition for the required rooms/units enumerated in “B. SPACE REQUIREMENTS”.

8. The lessor shall allow 24/7 operations as needed during the processing phase of census and surveys activities.

9. The lessor shall allow employees of PSA-NCR PSO III to stay overnight in the office in times of emergency situations such as pandemic, typhoon, floods and other unavoidable circumstances.

10. The lessor shall allow 30 days rent free period (15 days moving in and 15 days moving out) for the delivery of its equipment, tables, chairs, cabinets, etc. from the turnover date/after the termination of lease.

11. 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 to 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.

	RATING FACTORS	WEIGHT (%)	RATING
I	Location and Site Condition		
	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	-	
		100	
II	Neighborhood Data		
	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	
		100	
III	Real Estate		
	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	
		100	
IV	Free Services and Facilities		
	1. Janitorial and Security	20	
	2. Air Conditioning	30	
	3. Repair and maintenance	30	
	4. Secured parking space	20	

	5. Water and light consumption	-	
		100	
I	Location and Site Condition	x (0.30) =	
II	Neighborhood Data	x (0.20) =	
III	Real Estate	x (0.40) =	
IV	Free Services and Facilities	x (0.10) =	
	FACTOR VALUE		

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 II from 01 October 2022 to 30 September 2023, 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

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 _____