

TECHNICAL SPECIFICATIONS
LEASE OF ADDITIONAL OFFICE SPACE FOR 2015 CENSUS OF POPULATION
DATA PROCESSING (MANUAL AND MACHINE)
AGUSAN DEL NORTE PROVINCIAL OFFICE

OVERVIEW

The Philippine Statistics Authority – Agusan del Norte is providing this Technical Specifications (Terms of Reference) explicitly stipulating the space and technical requirements relative to the procurement of an additional office space for the 2015 Census of Population (Manual Processing) in Agusan del Norte Provincial Office, in compliance with Republic Act 9184 (Government Procurement Reform Act).

A. OBJECTIVE

To lease an office space that meets the space requirements and conditions of the Philippine Statistics Authority for its Agusan del Norte Provincial Office specifically intended for the 2015 Census of Population Data Processing (Manual Processing and Machine)

B. LOCATION

The location of the office space to be leased must be located within 50 meters from the current address of the provincial office at JC Aquino Avenue, Butuan City.

C. START OF OCCUPANCY

The lessee will occupy starting September 1, 2015 until December 31, 2015

D. FLOOR LEVEL: Preferably not higher than 3rd floor

E. SPACE REQUIREMENTS

The total space requirement of the Agusan del Norte Provincial Office is 55 square meters

F. PARKING REQUIREMENTS

The lessor shall provide one (1) parking space to be occupied by PSA-Agusan del Norte for the exclusive use of its' service vehicles, employees, clients and visitors.

G. BUILDING EQUIPMENTS AND FACILITIES

The building must be structurally sound as certified by the proper authorities, free from flooding and must have a clogged free drainage system.

The building must have the following facilities/amenities:

1. The Lessor will provide the one parking area and all other inclusion as mentioned (*the Lessor shall assume the task of completing the floor, ceiling jobs, paint jobs, electrical jobs and partial divisions/partitions, glass/wood walls/door enclosure*) of the leased area in the building, while the LESSEE shall pay for the light, water and telephone expenses incurred by its personnel during the duration of the lease;
2. Main meter and/or sub-meter for electrical and water supply exclusively for the use of the lessees;
3. Sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be a provision for electrical system (single phase or three phases) for the air-conditioning units, IT Equipments, and other office equipment to be installed;
4. Preferably with centralized air-cooled or water-cooled air-conditioning system;
5. Fire alarm/detection system, water sprinklers and fire/emergency exits, as explicitly provided for by applicable laws;
6. Electrical Facilities/Requirements:
 - a. All electrical fixtures, convenience outlets, switches shall be in good working conditions; and
 - b. All electrical components within the building shall meet the electrical load requirements provided for by PSA;
7. Provision for communal comfort room (CR) with lavatory for, PSA-Agusan del Norte employees and clientele/stakeholders/visitors;
8. Floor to ceiling clearance must be at least 2.40 meters to 2.60 meters;
9. PSA should be allowed to demolish/chip portion of walls and floors for the installation of A/C units and other requirements;

Note: It should be understood that the spaces for external and internal walls with the perimeter whether permanent or temporary, as well as stairways, fire exits, common areas, corridors, hallways, comfort rooms, A/C rooms, are not considered in the computation of the total office floor area.

H. TERM OF LEASE

The basic term of contract shall be for the period of four (4) months (Sept. 1 – Dec. 31, 2015) subject to yearly renewal without escalation within the same period.


I. DOCUMENTARY REQUIREMENTS

1. Licenses/Permits: Annual Inspection Certificate from the City Engineering' Office (fire, electrical, mechanical and sanitary)
2. Floor Plan, Electrical Plan (as Built), Sanitary Plan (As Built)

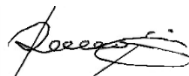
J. OTHER PROVISIONS THAT SHALL BE INCLUDED IN THE CONTRACT

1. The lessor shall provide sufficient number of portable, cylindrical fire extinguishers at ten (10) lbs per cylinders, dry chemical type;
2. The lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary and mechanical equipments/system/components and other natural or man-made calamities due to the sensitivity of the equipments/systems/components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building.
3. Renovations and partitioning must be allowed.
4. Any movable structures installed by PSA may be removed if the office space is vacated.
5. No advance lease payment shall be allowed.
6. Rental payments of the leased premises shall be in Philippine Pesos and will be based on the agreed amount per square meter, per month, inclusive of VAT, payable within the first ten (10) days of every calendar month. The payment of other required government fees and taxes shall also be payable within the first ten (10) days of every calendar month.

Prepared by:


EDDIE M. CABONILAS
Statistician II
Chairperson, PO Building Committee
(PSA-Agusan del Norte)

Reviewed and Recommended by:


REYNELO S. MAGNO
(Statistician III)
Officer-In-Charge