

## TERMS OF REFERENCE

### FIVE-YEAR LEASE CONTRACT OF OFFICE SPACE FOR REGIONAL STATISTICAL SERVICES OFFICE XIII WITH CRS BUTUAN OUTLET (Pursuant to Section 53.10 of the Revised IRR of RA 9184)

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#### OVERVIEW

The Philippine Statistics Authority is providing this Terms of Reference to explicitly stipulate the terms and conditions and technical specification requirements relative to the procurement of office space by Philippine Statistics Authority – Regional Statistical Services Office XIII with CRS Butuan Outlet 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 Regional Statistical Services Office XIII with CRS Butuan Outlet specifically intended to provide a conducive area in serving the populace of the City of Butuan, the provinces of Agusan del Norte, Agusan del Sur, Surigao del Norte, Dinagat Islands and Surigao del Sur. The said office space should be accessible by the public.

#### B. NAME OF THE PROJECT

Five-Year Lease Contract of Office Space for the Philippine Statistics Authority- Regional Statistical Service Office XIII with CRS Butuan Outlet

#### C. FUNDING SOURCE

The Government of the Philippines (GOP) through Philippine Statistics Authority chargeable against the yearly General Appropriations in the amount of Four Million One Hundred Ninety Four Thousand Eight Hundred Twenty Eight Pesos (Php 4,194,828.00).

#### D. NUMBER OF EMPLOYEES TO BE HOUSED AND APPROXIMATE SPACE REQUIREMENT IN SQUARE METERS

The approved staffing pattern for RSSO XIII under RA 10625 and the existing number of personnel complement shown below:

Table 1: Number of Personnel to be housed in the proposed office space for RSSO XIII and CRS Butuan Outlet

	Office of RD	CRASD	SOCD	CRS- Butuan Outlet	COA Resident Auditor	Total
SG 24 and above	1	1	1			3
Section Chief		2	3	1	1	7
Rank and File	1	8	10		1	20
Job orders/Service Contractors		2*		15**	3***	20
<b>Total</b>	<b>2</b>	<b>13</b>	<b>14</b>	<b>16</b>	<b>5</b>	<b>50</b>

\*Outsource for Janitorial and Driver under General Services of CRASD

\*\*Existing Service Contractors for CRS Butuan Outlet including Admin Clerk and Janitorial Services

\*\*\*Existing Service Contractors under COA Resident Auditor

Considering the number of offices, total number of personnel to be housed and the required facilities needed as shown in Annex A. 1 which is the Estimated Office Space Requirement for RSSO XIII and CRS Butuan Outlet, the approximate area needed is 1,294.70 square meters.

## **E. DOCUMENTS TO BE SUBMITTED**

1. SEC/DTI Certificate of Registration
2. Mayor's Permit;
3. Audited financial statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;
4. PhilGEPS Registration
5. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
6. Copy of Insurance Policy on the Building;
7. Floor Plan, Electrical Plan (as Built), Sanitary Plan (As Built)
8. For Corporation proponent, copy of the Board Resolution of the Authorized of Representative/Signing Officer
9. Other requirements for submission prior to the actual occupancy:
  - a. Licenses/Permits: Annual Inspection Certificate from the City Engineering' Office (fire, electrical, mechanical and sanitary)
  - b. Occupancy permit

## **F. MINIMUM SPECIFICATION**

1. The location of the office space to be leased is preferably located within the national highway or premier city road in Butuan City so it could easily be seen and accessed by clients. PSA RSSO XIII specifically prefers any of the following major thoroughfares: J.C Aquino Avenue, Montilla Boulevard, Rosales Avenue or Capitol Road and/or located within 250 meters from the above-mentioned location and accessible to the commuting public;
2. The building, including the land on which it is situated, must not belong to any PSA official and/or employees or relatives within the fourth civil degree of affinity or consanguinity. Proof of ownership and undertaking shall be required from the proponent;
3. It must be situated in a flood-free area.
4. The office space shall be located in a place where access roads for adequate load-bearing capacity are available and shall not be within or near residential areas;
5. The office space shall not be more than two-storey building. It could be single or separated, provided the two buildings are adjacent and accessibility is in place;
6. The total usable area requirement must be at least 1,294.7 square meters more or less excluding common hallways and stairs;
7. The building shall:
  - a. be made of reinforced concrete flooring and walls;
  - b. have full partition on identified space to be occupied by the Office of the Regional Director, full or partial partition to work area in every Division Office, and the CRS work area, including partition for the Library, Auditors' Office and Storage/Document Rooms (Refer to Annex A. 1-Estimated Office Requirement for the specific provisions). Materials to be used include ceiling runners, panel boards and glass for outer walls;
  - c. have good ventilation and lighting facilities and with glass windows for office space intended for Office of the Regional Director, Civil Registration and Administrative

Support Division, Statistical Operation and Coordination Division and working area of CRS Butuan Outlet;

- d. have a minimum ceiling clearance of at least 2.40 meters;
- e. have good roof heat insulation that complies with the industry standard temperature and humidity content requirement for information technology equipment and occupational health and safety standards;
- f. have functional fire alarm;
- g. have continuous water supply and provision of water tank with capacity sufficient to supply water for a maximum of 1200 clients per day and fifty (50) PSA employees;
- h. have an existing working drainage system;
- i. have a separate meter for electrical and water supply exclusively for the use of PSA;
- j. have separate comfort rooms for male and female per office intended for employees of PSA and clients of the CRS outlet;
- k. have the following requirements for electrical facilities:
  - i. power supply and individual electric meter per building to be occupied;
  - ii. have lighting facilities;
  - iii. electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition;
  - iv. electrical components within the building shall meet the electrical load requirements provided for by PSA; have a load of 50kva transformer electrical installation and several loading bays;
  - v. has ready electrical facility for the installation of PSA's 25 KVA generator.
- l. have the following requirement for IT installations:
  - i. provision for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
  - ii. ceiling clearance of at least 0.30 meter to 0.50 meter clear space from the bottom of the beams and slabs, etc, for the installation of horizontal cabling of data cables;
  - iii. PSA shall be allowed to chip portion of walls and floors for the installation of data cables, provided that this will be refurbished in a proper form;
  - iv. ceiling with removable/detachable board for the installation of network cables or availability of sufficient ceiling space/board breaks to install network cables wiring harness; and
  - v. access to the building/electrical room for any IT troubleshooting
- m. have the following requirements for the CRS Butuan Outlet:
  - i. good ventilation and lighting for the non-air conditioned area for application and releasing areas;
  - ii. separate access doors for entrance and exit of clients and employees;
  - iii. complete construction of CRS working area with a provision of at least six (6) window counters for Collecting Officer and Releasing of Document, a storage area, a pantry and separate comfort room for male and female PSA-CRS personnel;
  - iv. cubicle for Outlet Supervisor;
  - v. metal doors and fixed grills/bar at the application and releasing area;
  - vi. separate comfort rooms with at least two (2) cubicles per room for male and female customer/public use of CRS-Butuan Outlet
  - vii. ramps and comfort rooms for the use of the physically-challenged person;

- viii. area for weaning mother and changing of diaper;
8. The building must have an ample provision of communication lines and/or system.
9. Parking space requirement for the exclusive use of PSA-RSSO XIII and CRS Butuan Outlet with at least twelve (12) slots;
10. The facility must be fully secured. It must have a guard booth or guard house at the entrance;
11. The provider must process and maintain records of permits, license, certificates and other regulatory requirements (Building only);
12. Building to be leased must be insured, at least, for the duration or period of the occupancy by PSA, and with valid and current Fire Safety Inspection Certificate issued;
13. The winning proponent/bidder shall also provide the signage and its' space for horizontal signage made of material suitable to the corporate image of PSA;

#### **G. SCHEDULE OF DELIVERY/REQUIREMENTS**

The office space shall be available two (2) weeks prior to the effectivity of the contract in preparation for the following:

- a. cabling and installation of Butuan CRS Outlet
- b. installation of air-conditioning units and generator
- c. transfer of equipments, furniture and fixtures
- d. installation of telecommunication and internet facilities

#### **H. TERM OF LEASE**

The basic term of contract shall be for the period of five (5) years subject to yearly renewal starting April 1, 2016 to March 31, 2021. Escalation of rental rate is to be requested by the winning proponent after one year of contract and thereafter but subject to the usual evaluation within the allowable rate as accorded in rental law of the Philippines to be done by Financial and Administrative Services and approval of the Head of the Procuring Entity of PSA-Manila.

#### **I. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT**

1. The lessee shall maintain at its expense the office space in a clean and sanitary condition, obnoxious odors, disturbing noises and other nuisances
2. The lessor shall provide sufficient number of portable, cylindrical fire extinguisher at ten (10) lbs per cylinder, dry chemical type;
3. 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 equipment/system/components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building.
4. Renovations and partitioning must be allowed.
5. Any movable structure installed by PSA may be removed if the office space is vacated.
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 ten (10) days of after the reference month.