



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE IV-B (MIMAROPA)
BIDS AND AWARDS COMMITTEE

6/F Asia United Bank Building, 1424 Quezon Avenue, Quezon City
Telephone No. (02) 374-7268 • Telefax No. (02) 374-7269 • Email: dbmro4bbac@yahoo.com

RFQ No. 2013-001

January 3, 2013

REQUEST FOR QUOTATION

(ONE (1) YEAR LEASE CONTRACT FOR OFFICE SPACE FOR DBM RO IV-B
LOCATED AT QUEZON CITY)

The Department of Budget and Management – Regional Office IV-B (MIMAROPA) hereinafter referred to as “the Lessee”, through its Bids and Awards Committee (BAC), invite interested parties to submit quotation for **One (1) Year Lease Contract for Office Space for DBM RO IV-B Located at Quezon City** through Negotiated Procurement/Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **One Million Nine Hundred Eighty Thousand Pesos (P1,980,000.00)**.

DELIVERABLES:

A. Location

The location of the office space to be leased must be located in Quezon City. The proposed office space should be accessible to the commuting public.

B. Space Requirements

The total space requirement (useable) is at least five hundred square meters (500 sq.m.).

The floor level of offered space shall be located higher than the ground/road level.

Proposed area located at the second (2nd) floor and above must be adequately provided/serviced by escalator/s and/or elevator/s.

C. Parking Requirement

The lessor shall provide for free at least six (6) parking slots for the exclusive use of the office vehicles, employees, clients and visitors of DBM RO IV-B aside from non-exclusive privilege to use common parking space/area.

D. Building Equipment and Facilities

Office building shall be made of reinforced concrete, structural steel or combination of both.

The building must have the following facilities/amenities, viz:

1. 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;
2. The building must have sufficient provision for the installation of air-conditioning system;
3. Fire/emergency exits; preferably has Fire alarm/detection system;
4. Electrical facilities/Requirements:
 - a. With electric power connection and own meter capable of handling at least 50 KW power requirement;

- b. All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals shall be in good working condition;
- c. Preferably, the building has a stand-by generator of at least 40 KVA power capacity to keep the lights, desktop PCs and printers of the Office operational despite of power failure;
5. There should be ample provision for communication lines/system;
6. Provision for personnel comfort room (CR) with lavatory, mirror, and exhaust fan, one (1) for male and another for female aside from comfort room one (1) for male and another for female for the use of DBM RO IV-B clientele/stakeholder/visitors; and
7. The building owners should provide for free and adequate space for the installation of the horizontal/vertical signage;

E. I.T. Requirements

The building must have the following:

1. Provision/assistance on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. The ceiling must have removable/detachable board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables wiring harness; and
3. With facility for cable entry (service entrance) for the possible installation of network cables from telecommunications companies.

F. Term of Lease

The basic term of lease of contract shall be for a period of one (1) year.

G. Documentary Requirements

1. Licenses/Permits: Occupancy, 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. Office/division partitioning shall be done by the Lessor;
2. The lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/systems/components and other natural or man-made calamities due to the sensitivity of the equipment/systems/components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building;
3. Leasehold improvement and DBM RO IV-B signage installation (plan to be presented after ocular inspection of facility being offered for lease) must be allowed;
4. Any movable structures installed by DBM RO IV-B may be removed if the office space is vacated; and
5. The lessor shall apply pest control and rodent control on all areas occupied by the lessee at least once every six (6) months.

Approved Budget: **One Million Nine Hundred Eighty Thousand Pesos (P1,980,000.00)** with 5% escalation rate after two (2) years.

DBM RO IV-B now invites legally, technically, and financially capable suppliers to submit quotations for **One (1) Year Lease Contract for Office Space for DBM RO IV-B Located at Quezon City** presented above.

Procurement process shall be conducted through Negotiated Procurement in accordance to Section 53.10 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," subject to terms and conditions stipulated in the GPPB Resolution No. 08-2009 (Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue).

Quotations/proposals and documentary requirements, together with the Technical Specifications (Attachment A), must placed in sealed envelope marked "ONE (1) YEAR LEASE CONTRACT FOR OFFICE SPACE FOR DBM RO IV-B LOCATED AT QUEZON CITY (RFQ No. 2013-001)" and must be delivered/submitted to the address below on or before **January 14, 2013, 1:00 P.M.** Late proposals shall not be accepted.

Opening of Quotations/proposals shall be on **January 14, 2012, 1:00 P.M.** at **DBM RO IV-B, 6F Asia United Bank Bldg. (formerly Asiatrust Bank Bldg.), 1424 Quezon Avenue, Quezon City.** Quotations/proposals will be opened in the presence of the Bidder's representatives who choose to attend at the abovementioned address.

The DBM RO IV-B reserves the right to accept or reject any quotation/proposal, and to annul the procurement process and reject all quotations/proposals at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders. DBM RO IV-B also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.


RODRIGO M. MARQUEZ
Director III
BAC Chairman

TECHNICAL SPECIFICATIONS					
RFQ No.	2013-001	Item No.	1	Quantity	1
Item	One (1) Year Lease Contract for Office Space for DBM RO IV-B Located at Quezon City				
Lessee's Specifications/Requirements			Bidders Specifications/ Statement of Compliance		
<p>A. Location The location of the office space to be leased must be located in Quezon City. The proposed office space should be accessible to the commuting public.</p>					
<p>B. Space Requirements The total space requirement (useable) is at least five hundred square meters (500 sq.m.). The floor level of offered space shall be located higher than the ground/road level. Proposed area located at the second (2nd) floor and above must be adequately provided/serviced by escalator/s and/or elevator/s.</p>					
<p>C. Parking Requirement The Lessor shall provide for free at least six (6) parking slots for the exclusive use of the office vehicles, employees, clients and visitors of DBM RO IV-B 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. The building must have the following facilities/amenities, viz:</p> <ol style="list-style-type: none"> 1. 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; 2. The building must have sufficient provision for the installation of air-conditioning system; 3. Fire/emergency exits; preferably has Fire alarm/detection system; 					

<p>4. Electrical facilities/Requirements:</p> <ol style="list-style-type: none"> a. With electric power connection and own meter capable of handling at least 50 KW power requirement; b. All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals shall be in good working condition; c. Preferably, the building has a stand-by generator of at least 40 KVA power capacity to keep the lights, desktop PCs and printers of the Office operational despite of power failure; <p>5. There should be ample provision for communication lines/system;</p> <p>6. Provision for personnel comfort room (CR) with lavatory, mirror, and exhaust fan, one (1) for male and another for female aside from comfort room one (1) for male and another for female for the use of DBM RO IV-B clientele/stakeholder/visitors; and</p> <p>7. The building owners should provide for free and adequate space for the installation of the horizontal/vertical signage;</p>	
<p>E. I.T. Requirements The building must have the following:</p> <ol style="list-style-type: none"> 1. Provision/assistance on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure); 2. The ceiling must have removable/detachable board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables wiring harness; and 3. With facility for cable entry (service entrance) for the possible installation of network cables from telecommunications companies. 	
<p>F. Term of Lease The basic term of lease of contract shall be for a period of one (1) year.</p>	
<p>G. Documentary Requirements</p> <ol style="list-style-type: none"> 1. Licenses/Permits: Occupancy, Fire, Electrical, Mechanical and Sanitary 2. Floor Plan, Electrical Plan (as Built), Sanitary Plan (as Built) 	

<p>H. Other Provision that shall be Included in the Contract</p> <ol style="list-style-type: none"> 1. Office/division partitioning shall be done by the lessor; 2. The lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/systems/components and other natural or man-made calamities due to the sensitivity of the equipment/systems/ components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building; 3. Leasehold improvement and DBM RO IV-B signage installation (plan to be presented after ocular inspection of facility being offered for lease) must be allowed; 4. Any movable structures installed by DBM RO IV-B may be removed if the office space is vacated; and 5. The lessor shall apply pest control and rodent control on all areas occupied by the lessee at least once every six (6) months. 	
<p>Rental Rate Limit:</p> <p>Proposed Rental Rate shall not exceed P330.00/sq meter with 5% escalation rate after two (2) years.</p>	

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

Bidder's authorized representative signature over printed name
Designation: _____
Name of Company: _____
Address: _____
Contact No.: _____