



## REQUEST FOR PROPOSAL

### **PROCUREMENT OF ONE (1) YEAR LEASE OF OFFICE SPACE FOR THE PROCUREMENT SERVICE- DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) PHILGEPS**

**AMP-001-22 (Lease of Real Property and Venue)**

**Sir/Madam:**

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Proposal), subject to terms and conditions stated in the RFP.

**Accomplish and submit all forms attached (Annex A, B, and C).**

QTY.	UOM	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	Lot	Lease Office Space for the PhilGEPS for One (1) Year	₱ 5,203,558.08

The proposal duly signed by you or your duly authorized representative, accompanied by required forms, shall be submitted not later than **March 14, 2022; 10:00 AM** at the address indicated below:

**Mr. Boycie F. Tarca**  
*Secretariat, Internal BAC*  
*2<sup>nd</sup> Floor, PS-DBM Complex*  
*Procurement Service-PhilGEPS*  
*Cristobal Street, Paco, Manila*

**Only one (1) set of documents certified to be true copies of the original shall be required.** In case, however, a supplier intends to submit proposals for several Request for Proposals in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFPs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required **may either be submitted manually** at 2<sup>nd</sup> Floor Lobby Procurement Service Building Internal Bids and Awards Committee Bid Box or **electronically** to [ebidsubmission-ibac1@ps-philgeps.gov.ph](mailto:ebidsubmission-ibac1@ps-philgeps.gov.ph), on or before the deadline of submission as stated in this RFP. Bidders must only select one mode of submission.

Unsealed or unmarked envelopes, or corrupted files in case of electronic submission, shall be rejected. However, envelopes that are not properly sealed and marked shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

In case of modification, it must be done before the deadline for the submission and receipt of proposals, and labelled as a "modification". The time stamped or indicated in the latest proposal received shall be the official time of submission.

The iBAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or submission of corrupted files, or for its premature opening.

Late submission of quotations shall not be accepted and considered.

**Signature Redacted**

**MARIA JENNIFER R. JIMENEZ**

*Chairperson, iBAC*

*N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A, B, and C) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents shall also be submitted during submission of offers:*

- 1. Mayor's Permit for the year 2022;*
- 2. PhilGEPS Registration Number;*
- 3. 2020 Income Tax Return and VAT returns covering the last six (6) months prior to opening of bids/proposal;\**
- 4. Occupancy Permit and Fire Safety Inspection Certificate*

*(\*Note: The Income Tax and Business Tax Return stated above should have been filed through the electronic filing and payment system)*

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.*

*Instructions for format and signing as stated above shall apply to non-directly invited suppliers.*

**Price Proposal Form**

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

The Chairperson, Internal Bids and Awards Committee  
Procurement Service  
PS Complex, Cristobal Street  
Paco, Manila

Ma'am/Sir:

Having examined the **Request for Proposal No. AMP-001-22 (Lease of Real Property and Venue)** the receipt of which is hereby duly acknowledged, the undersigned offers the **ONE (1) YEAR LEASE OF OFFICE SPACE FOR THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM) PHILGEPS**

In conformity with the said Request for Proposal for the sums stated hereunder:

QTY	UOM	ITEM DESCRIPTION	TOTAL AMOUNT
1	Lot	Lease Office Space for the PhilGEPS for One (1) Year	
Total Price in Words:			

**We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.**

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

We understand that you are not bound to accept the lowest or any Proposal you may receive.

\_\_\_\_\_  
Date\_\_\_\_\_  
Company Name\_\_\_\_\_  
Authorized Representative Name/Signature\_\_\_\_\_  
Address\_\_\_\_\_  
Official Contact No.



**ANNEX "B"**

**SCHEDULE OF REQUIREMENTS**

<b>QTY</b>	<b>UOM</b>	<b>ITEM DESCRIPTION</b>	<b>AGENCY'S DELIVERY SCHEDULE</b>
<b>1</b>	<b>LOT</b>	<b>Lease Office Space for the PhilGEPS for One (1) Year</b>	Ready for occupancy upon receipt of the Notice to Proceed.

**I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.**

\_\_\_\_\_  
**Name of Company**

\_\_\_\_\_  
**Signature Over Printed  
Name of the Authorized  
Representative**

\_\_\_\_\_  
**Date**

**ANNEX "C"****TECHNICAL REQUIREMENTS**

**PROJECT TITLE** : **One (1) Year Lease of Office Space for the PS-DBM**

**QTY** : **1 Lot**

**APPROVED BUDGET FOR THE CONTRACT** : **₱ 5,203,558.08**

<b>AGENCY SPECIFICATIONS</b>	<b>BIDDER'S STATEMENT OF COMPLIANCE</b>
<b>Compliance with the Terms of Reference (TOR) - Annex "C-1"</b>	

\*[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 equipment offered. Statements of "Comply" ,or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

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**Name of Company**

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**Signature Over Printed Name  
of Authorized Representative**

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**Date**

## TERMS OF REFERENCE FOR THE LEASE OF OFFICE SPACE FOR THE PHILGEPS OFFICE, PROCUREMENT SERVICE-DBM

### I. Background

In compliance with the directive of the Office of the Secretary of the Department of Budget and Management (OSEC-DBM), the Philippine Government Electronic Procurement System (PhilGEPS) office located in the Ground Floor of Arcache Building, San Miguel, Manila, will be relocated by the end of February, 2022 in view of the need to transfer the Central Records Room of the DBM to the ground floor of the Arcache Building and to begin the construction of the DBM Dormitory in the 4th floor.

Thus, PhilGEPS is looking for a suitable temporary office space of at least 640 square meters to allow concerned PhilGEPS personnel to cater to the government agencies and merchants registration in the PhilGEPS as well as to coordinate immediately with regard to the instructions of the OIC-Executive Director of the PS-DBM and the other PS offices, as there is no leasable government real estate or office space near PS-DBM that meets the ready to move in requirements as well as accessibility, safety, connectivity, area and budgetary requirements of PhilGEPS.

### II. Objectives

Leasing a temporary office space to allow the transfer of the PhilGEPS to be implemented with minimal or no disruption to PhilGEPS operations.

### III. Office Space Specifications

A building/property with the following technical specifications, taking into consideration the rating factors under Annex H of the 2016 revised IRR of RA 9184, Implementing Guidelines for Lease of Privately-Owned Real Estate. The property must be ready for occupancy<sup>1</sup> upon ocular inspection after the opening of the proposals.

#### A. Location and Site Condition

1. **Accessibility.** The leased premises must be accessible directly to a main thoroughfare and public transport located within a 7-km radius from PS-DBM Main Office located in Paco, Manila.
2. **Topography and Drainage.** The property shall be in an area where at least a 1.5 meter standard storm drainage system is in place. It must have an adequate and properly installed drainage system and not be located in a flood-prone area.
3. **Parking Space.** The property must have an exclusive parking space, within the building for free use, 24/7, of at least four motor vehicles, without prejudice to the provision of additional free parking spaces, aside from non-exclusive privilege to use common parking space/area for free.

#### B. Neighborhood Data

<sup>1</sup> Fitted with ceramic non-slip tiled flooring, acoustic ceiling, functional lighting and electrical outlets, and air conditioning system



1. **Prevailing Rental Rate.** The property's monthly rental rate must not be more than the prevailing market rates for lease of real estate with the same or similar condition or classification.
2. **Sanitation and Health Condition.** The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and comply with the health and sanitation standard required under the Sanitation Code of the Philippines.
3. **Property Utilization.** The property can be used as an office space.

**C. Real Estate**

1. **Structural Condition.** The building is made of reinforced concrete, structural steel or a combination of both and is designed in compliance with the latest Building Code of the Philippines and the 2010 National Structural Code of the Philippines.
2. **Functionality**
  - a. **Space Requirements.** The building's leasable spaces must be at least 640 square meters.
  - b. **Room Arrangement.** The building office layout must be able to accommodate a modular type arrangement.
  - c. **Light and Ventilation.** All areas to be rented out including common areas of the building must have proper lighting and ventilation systems.
3. **Facilities.** The building must have the following facilities/amenities:
  - a. Main meter and/or sub-meter for electrical and water supply exclusively for the use of PhilGEPS;
  - b. Sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be provisions for electrical system (single-phase and three-phase) for the air-conditioning units and other office equipment to be installed;
  - c. Uninterrupted supply of potable water within the building for the use of PhilGEPS;
  - d. At least two fully operational and 24/7 accessible elevators for the PhilGEPS personnel and its clientele/visitors, if the leasable space is located higher than the ground/road level;
  - e. Fire alarm/detection system, fire-fighting equipment and fire/emergency exits, as required under existing laws, rules and regulations;
  - f. Electrical Facilities/Requirements:
    - i. All electrical fixtures, convenience outlets, switches and telephone cabinet should be in good working condition; and



- ii. All electrical components within the building should meet the 350 KVA electrical load requirements of PhilGEPS.
  - g. One hundred percent (100%) back-up electricity for all office space including common areas, in case of power failure, to ensure no interruption in PhilGEPS work and deliverables.
  - h. Comfort rooms with lavatories, mirrors, and exhaust fans for the use of PhilGEPS employees and clientele/stakeholders/visitors;
  - i. Provision of 1 tonner inverter air-conditioning unit per 30 square meter usable office area and open vents for air-conditioning units. PhilGEPS should be allowed to demolish/chip portions of walls and floors for the installation of air-conditioning units and other equipment, if needed;
  - j. Efficient and reliable security system (e.g., security guards, and CCTV cameras) in the common areas in and around the building, as necessary; the PhilGEPS should be allowed to install its own CCTV cameras, among others, within the leased premises;
  - k. Free use of the Penthouse or any open space which can accommodate 100 pax for PhilGEPS events/activities.
4. **IT Requirements.** The building must have the following:
- a. Space for the installation of horizontal and vertical network cabling (structured cabling infrastructure). If none, should be allowed to demolish/chip portions of walls and floors and ceilings for the installation of network cables;
  - b. Ceiling with removable/detachable acoustic board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables and wiring harness;
  - c. Communication lines/system requirements (e.g., riser, piping, etc.);
  - d. Facility for cable entry (service entrance) for the possible installation of cables from telecommunications companies; and
  - e. Access to the building/electrical room/main distribution frame for any IT troubleshooting.
5. **Other Requirements.** The building must have/be:
- a. Overall facade and architectural design appropriate for an office building that regularly receives important clients;
  - b. Provision for agency signage;
  - c. Well maintained facilities;
  - d. Fully-secured and well ventilated elevator and lobbies; and



- e. Secured parking space.

#### **IV. Minor Alterations**

PhilGEPS shall have the right to make alterations or minor decorations within the leased premises and employ its own contractors.

#### **V. Duration of the Contract**

The lease term shall be for one (1) year unless sooner terminated by the PS-DBM depending on the availability of the permanent building space for the PhilGEPS office, and with prior written notice to Lessor at least thirty (30) days prior to such termination. The lease term is renewable for a specified period upon written agreement of both parties.

#### **VI. Documentary Requirements**

The prospective bidders must submit a draft lease contract, and the following valid, unexpired, authentic documents:

1. Philippine Government Electronic Procurement System (PhilGEPS) registration number;
2. Mayor's Permit;
3. Business Income Tax Return;
4. Occupancy Permit and Fire Safety Inspection Certificate

#### **VII. Other Provisions that shall be Included in the Contract**

1. Upon signing of the Contract of Lease, PS-DBM may pay a maximum security deposit equivalent to two (2) months rent, as applicable;
2. The Lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/systems/components caused by natural or man-made calamities. The expenses for the aforementioned shall be shouldered by the Lessor;
3. The Lessor shall provide janitorial services for the proper maintenance of common areas. However, the lessor shall allow PhilGEPS to utilize its contracted janitorial services for the space it shall exclusively use;
4. The Lessor shall provide at least monthly general pest and rodent control services; and disinfection services;
5. The Lessor shall provide security guards for the building and building parking area. However, the lessor shall allow PhilGEPS to utilize its contracted security services for the space it shall exclusively use; and
6. Any movable structure installed by PhilGEPS shall be removed from the leased office space once the lease expires or is terminated.

#### **VIII. Approved Budget for the Contract**

The approved budget for the contract for One (1) Year is Php5,203,558.08, *inclusive of government taxes and two (2) months security deposit.*

**IX. Terms of Payment**

Monthly payments to be made at least five (5) calendar days upon receipt of billing/statement of account and other pertinent documents, subject to deduction of applicable taxes.

**X. Criteria for Evaluation**

The bidders shall be evaluated in accordance with the Guidelines for Lease of Privately-Owned Real Estate (Annex H of the 2016 revised IRR of RA 9184).

Prepared by:

**Signature Redacted**

**JACKIELYN Q. LUCAS**

*Admin. Assist. III, PHILGEPS*

Reviewed by:

**Signature Redacted**

**MARY JANE T. DACUMOS**

*IT Officer II, ITRPD*

Approved by:

**Signature Redacted**

**ROSA MARIA M. CLEMENTE**

*Director IV, PHILGEPS*