

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
Regional Office III  
Government Centre, Maimpis, City of San Fernando (P)

**REQUEST FOR QUOTATION**

RFQ No.        2024-02-033  
PR No.         2024-02-058  
Mode of Proc: NP-LOV

\*Company Name: \_\_\_\_\_  
\*Company Address: \_\_\_\_\_  
\*Contact Person: \_\_\_\_\_  
\*Contact No.: \_\_\_\_\_  
\*Email Address: \_\_\_\_\_  
\*PhilGeps Reg. No.: \_\_\_\_\_

**\*REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!**

\*Title of the Project: **PROCUREMENT FOR THE LEASE OF PRIVATELY OWNED REAL PROPERTY FOR DSWD FO III INTENDED FOR SWAD ZAMBALES**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid

**NP-Lease of Real Property or Venue**

- Philgeps Registration Number;
- Valid Mayor's Permit; and
- Latest Income/Business Tax Return

**For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said documents.**

**Failure to attach the required documents will result in the DISQUALIFICATION of your bid.**

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

<p><b>ELECTRONIC SUBMISSION</b></p>	<p><a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a></p> <p><b>in case of difficulty accessing the above link, you may access the alternate link:</b></p> <p><a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a></p> <p>Select the Menu – "BID SUBMISSION"</p>
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IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Malimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	01:00 PM February 21, 2024

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in **pdf format ONLY clearly scanned** in a **SINGLE FILE** including supporting documents

Very truly yours,

  
ADRIAN D. MORALES  
OIC- Procurement Section Chief

**Terms and Conditions:**

- Award shall be made on per:  Item Basis  Lot Basis
  - No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
  - Quotation validity shall be: Thirty (30) Calendar Days
  - Project Duration within: April 01, 2024 - December 31, 2024
  - Place of Delivery: Within Zambales
  - Terms of Payment: Fifteen (15) to Thirty (30) Calendar Days After the end of each month
- Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)

Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Branch: \_\_\_\_\_

\*Note: Non-Land Bank of the Philippines accounts shall be charged a service fee

- Liquidated Damages/Peralty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country or origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty (if applicable): \_\_\_\_\_
- Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s)
- NOTE: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

  
JOSEPH ALLAN T. TONGOL JR.

PPNU

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register." RFQ NO. 2024-02-033  
 Date: \_\_\_\_\_

\*Company Name: \_\_\_\_\_  
 \*Company Address: \_\_\_\_\_  
 \*Contact Person: \_\_\_\_\_  
 \*PhilGEPS Reg. No.: \_\_\_\_\_

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)</small>	UNIT COST	TOTAL COST
1	1/01		PROCUREMENT FOR THE LEASE OF PRIVATELY-OWNED REAL PROPERTY FOR DSWD FO III INTENDED FOR SWAD ZAMBALES			
			Lease Term: Nine (9) Months (April 01, 2024 - December 31, 2024)			
			Please provide Certified True Copy of the Required Documents During Bidding			
			Please see attached Terms of Reference for the Project Details			
			<b>"NOTHING FOLLOWS"</b>			
			Approved Budget for the Contract: PhP 1,652,710.50			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

In WORDS: _____ _____ _____	In FIGURES: PHP _____
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PURPOSE: PROCUREMENT FOR THE LEASE OF PRIVATELY OWNED REAL PROPERTY FOR DSWD FO III INTENDED FOR SWAD ZAMBALES

PR No.: 2024-02-033

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III Procurement Section within 48 hours from its issuance.

FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings.

Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

  
 \_\_\_\_\_  
 ADRIAN D. MORALES  
 OIC - PROCUREMENT SECTION CHIEF

\_\_\_\_\_  
 SUPPLIER



## TERMS OF REFERENCE

### Procurement for the Lease of Privately-Owned Real Property for DSWD FO III Intended for SWAD Zambales

**I. OFFICE SPACE SPECIFICATIONS** - A building/property with the following technical specifications taking into consideration the rating factors under Appendix A of GPPB Resolution No. 8-2009, Implementing Guidelines for Lease of Privately-Owned Real Estate:

#### A. Location and Site Condition

1. Accessibility - The property must be highly accessible with Bus or Jeepney Terminal. Also, the location must be near to the previous and should be within Olongapo, Zambales.
2. Topography and Drainage - The property must have an adequate and properly installed drainage system and not located in a flood prone area.
3. Sidewalk and Waiting Shed - The property shall have ample pedestrian sidewalks.
4. Parking Space. The property must have a parking space within the building for at least five (5) Automobile vehicles. First come first serve basis.
5. Economic Potential. The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).

#### B. Neighborhood Data

1. Prevailing Rental Rate - Property's rental rate must not be more than ₱ 183,684.50/ month for the required at least 300 square meters (inclusive of VAT) inclusive of common area maintenance.
2. Sanitation and Health Condition - The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines.
3. Adverse Influence - The property must be free from informal settlers within a radius of 400 meters.
4. Property Utilization - The property's highest and best use is for an office/commercial building.
5. Police and Fire Stations - The property must be located not more than 5 kilometers from police and fire stations.
6. Cafeterias - Adequate food establishments/eateries/cafeterias/restaurants must be within the immediate proximity of the property.
7. Banking/Telecommunication - The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.
8. Other Services -The property must be accessible to government and health service centers.

### **C. Building Design/Architecture and Structural Integrity**

The building must have the capacity to obtain the following requirements in the Building Design/Architectural and Structural Integrity before the start date of the contract.

1. **Structural Condition** - Building must obtain the designed in compliance with the Building Code of the Philippines following mandatory (periodic) building maintenance protocols.

#### **2. Functionality**

a. **Space Requirements.** The building's leasable spaces must be adequate for the DSWD FO III SWAD Zambales with minimum area requirement of 300 sq. meters. The Service Provider must have the capacity to obtain the following before the start date of the contract.

- Partitions for offices
- Office space for One Hundred Two (40) staffs (at least 3.5 sq. meters per staff);
- Comfort Rooms (with at least 1 for Female and at least 1 for Male);
- Centralized Air-Conditioning Units.

b. **Module** - The Leased Premises shall be handed over with the following minimum specifications:

- Superimposed dead load - 56psf

c. **Room Arrangement** – The service provider must coordinate with the DSWD Field Office III General Services Section before the contract commencement date for the requested office arrangement.

d. **Light and Ventilation.** The building's common areas must have capacity to obtain proper lighting and ventilation system before the start date of the contract.

3. **Facilities** - The building must have the ability to comply with following facilities/amenities before the start date of the contract:

- a. Main meter and/or sub-meter for electrical and water supply exclusively for the use of the DSWD FO III Staff. Utilities will be shouldered by the lessee;
- b. Lessor may submit Billing Statement for electricity and water consumption under its company name provided with the evidence picture or computation of the used utilities.
- c. Sufficient electrical fixtures, lighting fixtures and convenience outlets.
- d. Sufficient supply of water within the building for all the offices;

e. **Electrical Facilities/Requirements:**

- All electrical fixtures, convenience outlets, switches and telephone jacks /terminals shall be in good working condition;
- All electrical components within the building shall meet the electrical load requirement for at least 50 IT Equipment.

f. Provision for comfort rooms (CR) with lavatories, mirrors and exhaust fans for the use of DSWD FO III SWAD Zambales employees and clientele/ stakeholders/ visitors;

g. Provide client's waiting area space for payout services of DSWD FO III SWAD Zambales.

4. **Security and Safety** - The building must have the ability to comply with following Security and Safety requirements before the start date of the contract:

- a. Fire/emergency exits, as provided by laws;
- b. Immediate access to building maintenance for major repairs necessary for the comfort and safety of the procuring entity, employees, stakeholders and properties.

**6 Other Requirements** - The building must have the ability to comply with following Other Requirements before the Issuance of Notice to Proceed (NTP):

- a. Certificate for Occupancy;
- b. Overall facade and architectural design appropriate for an office building;
- c. Provision for agency signage;
- d. Convenient Parking for Employees and Clients;

**III. ALTERATIONS** - Subject to Lessor's approval, DSWD FO III shall have the right to make alterations or minor decorations within the leased premises and employ its own contractors.

**IV. DURATION OF THE CONTRACT** - The Lease Term shall be for a period of Nine (9) months commencing on April 01, 2024 to December 31, 2024.

**V. CRITERIA FOR EVALUATION** - The bidder shall be evaluated in accordance with the Guidelines for Lease of Privately-Owned Real Estate (Appendix A of the IRR of RA 9184)

**VI. PAYMENT** - Payment should be made 15 to 30 days after the completion of the month and upon receipt of the billing statement complete with necessary attachments.

**VII. OTHER REQUIREMENTS** - During the submission of the Request for Quotation, the interested/prospective bidders shall submit the following documents (Certified True Copy) pursuant to the 2016 IRR of the RA 9184 Annex "H" - Appendix A, Documentary Requirements, to wit:

1. Valid Mayor's Business Permit;
2. PhilGEPS Registration Number; and
3. Income/ Business Tax Returns