DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2026-0741
Lease of Real Property

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-07-0002**
PR No.	**2026-06-0150**
Mode of Procurement	**Negotiated Procurement - Lease of Real Property and Venue**

***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 OF LEASE OF ADDITIONAL PRIVATELY-OWNED REAL PROPERTY FOR DSWD FO III VARIOUS PROGRAMS AND OFFICES FOR SEPTEMBER TO DECEMBER 2026**

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.

Pursuant to Section 35.9 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

NP-Lease of Real Property or Venue

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) **or** Philgeps **Platinum** Certificate **(except for gov't agencies as lessors)**;
- Valid Mayor's Permit/Business Permit **(except for gov't agencies as lessors)**;

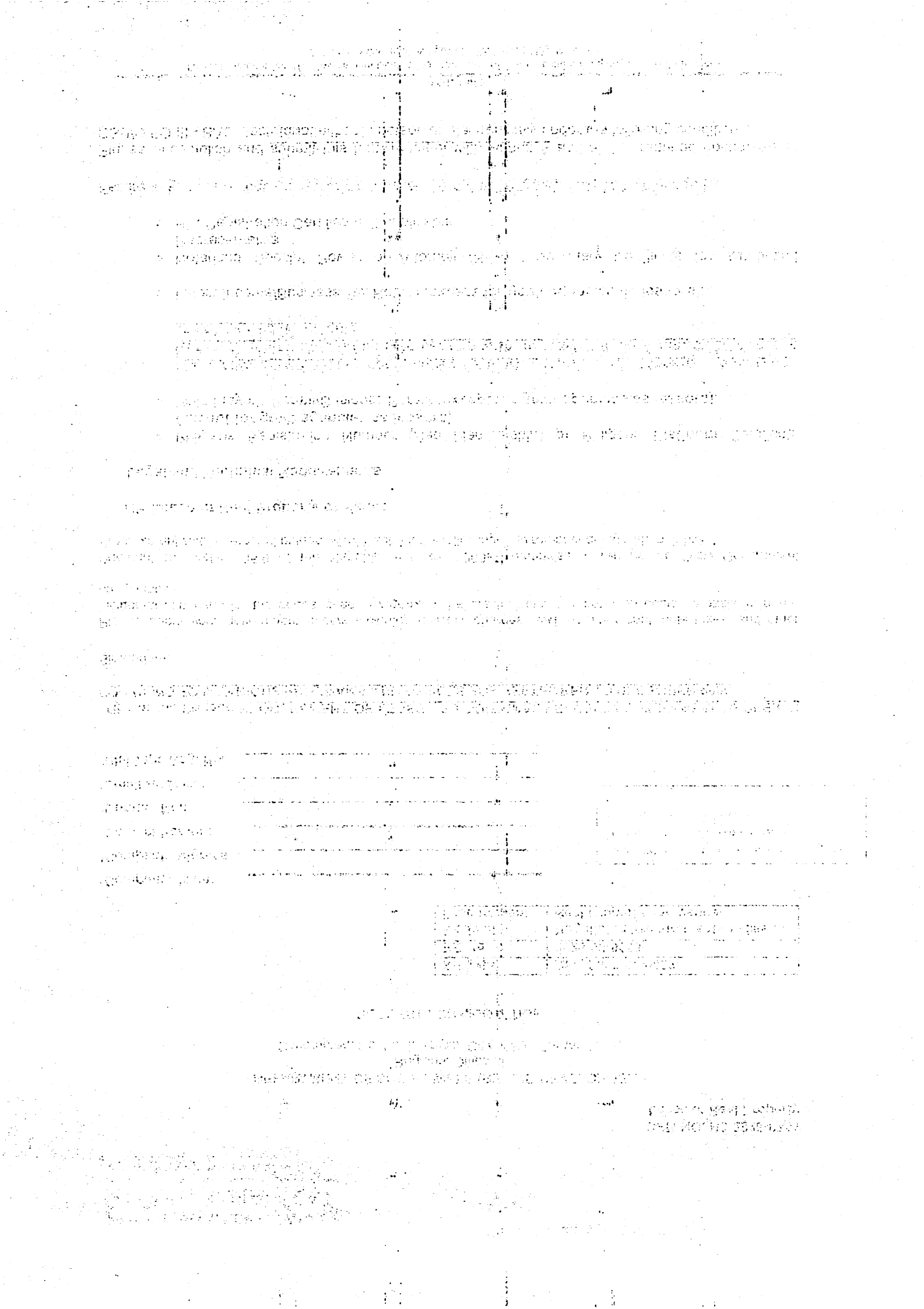
  For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with updated Annex 'A'** may be submitted in lieu of the said documents.

- Latest Income/Business Tax Return **(except for gov't agencies as lessors)**;
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative
- BIR Registration Certificate, if applicable

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:

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143



SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – **"SERVICE PROVIDER REGISTRATION FORM"**
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite **in case of difficulty accessing the above link, you may access the alternate link:** https://bit.ly/fo3bacsite Select the Menu – **"BID SUBMISSION"**
DEADLINE OF SUBMISSION	**July 07, 2026 | 11:00 AM**

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,

Digitally signed by Adrian Dayrit Morales

ADRIAN D. MORALES
Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: ☐ Item Basis ■ Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: Please see attached Terms of Reference
6. Terms of Payment: Please see attached Terms of Reference

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 to be shouldered by Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

7. Liquidated Damages/Penalty: 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.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable):_____
11. 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).
12. 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 and register for free.

JOYCE M. SANTOS
PPMU Head

(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & 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 to register."

RFQ NO. 2026-07-0002

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
	4	month	**Lease of Additional Privately-Owned Real Property for DSWD FO III Various Programs and Offices for September to December 2026**			
			NOTE: Please see attached Terms of Reference			
			Approved Budget for the Contract: PHP 9,150,057.76			

TOTAL OFFERED QUOTATION / BID

In WORDS:

_____

_____

_____

_____

In FIGURES

PHP_____

Project Title:	**PROCUREMENT OF LEASE OF ADDITIONAL PRIVATELY-OWNED REAL PROPERTY FOR DSWD FO III VARIOUS PROGRAMS AND OFFICES FOR SEPTEMBER TO DECEMBER 2026**
PR No.:	**2026-06-0150**
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, tecnical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES

PROCUREMENT SECTION CHIEF

_____

(Signature over Printed Name)

SUPPLIER

TERMS OF REFERENCE

I. Project Information

a. **Title:** Lease of Privately-Owned Real Property for DSWD FO III Various Programs and Offices for September to December 2026

b. **Duration:** The Lease Term shall be for a period of 4 months commencing in September to December 2026

c. **Project Location:** Within Pampanga

d. **Proponent:** General Services Section

e. **Budgetary Requirement (ABC):** Nine Million One Hundred Fifty Thousand Fifty-Seven Pesos and 76/100 (₱ 9,150,057.76)

f. **Fund Source:** Rents – Building – Agency Fund

II. Rationale

The Department of Social Welfare and Development Field Office III (DSWD FO III) is continuously enhancing its capacity to deliver key programs and services such as the PAMANA, Protective Services Division, Social Pension, Supplemental Feeding Program, Pantawid Pamilyang Pilipino Program (4Ps), Sustainable Livelihood Program, KALAHI and PAGKILOS programs. As these programs continuously operate on a large scale and involve direct service delivery to its beneficiaries, there is a critical need to secure a larger office space that can accomodate the number of the program staff in a single strategic location to improve program collaboration, to expand storage and warehousing requirements and to provide better office accessibility while ensuring a more conducive work environment for day-to-day operations.

To ensure that personnel are provided with a conducive and secure working environment, and that clients have accessible and efficient service areas, the Field Office has initiated leasing a suitable government property. The intended space must accommodate program staff, facilitate coordination and workflow, and provide an accessible venue for clients and other stakeholders. However, there is no available government property that caters and meets the office area required for the office transfer.

The proposed office space should be located within Pampanga and near to the DSWD FO III Regional Office to promote operational efficiency, minimize staff and clients' travel time, and improve client experience in transacting with the agency.

DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines
Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

This initiative supports DSWD's commitment to responsive, people-centered, and well-coordinated service delivery. In addition, there is a need for a bigger and closer warehouse that can accomodate the agency's storage and warehousing requirements.

Conducting a market study will allow the agency to evaluate available properties, prepare comparative pricing and ensure the selection of a strategic location that meets both programmatic and operational requirements in a cost-efficient manner.

On the basis of the foregoing, the undersigned hereby respectfully requests to undergo procurement of lease of privately-owned property for DSWD FO III.

III. Objectives

1. To acquire a lease for a property that offers a safe, most accessible, and functional workspace, conducive to the efficient operation and performance of DSWD FO III staff and activities;
2. To find a property that not only meets current spatial requirements but also allows for future expansion and adaptability as needed, supporting the evolving needs of the agency;
3. To secure a lease for a property that enhances the operational efficiency of the department by providing a well-maintained and accessible space;
4. To promote staff welfare and ease of transaction with clients; and
5. To have an accessible storage and warehouse areas for the use of Office of the Internal COA Auditor, Accounting Liquidation Unit and Property and Supplies Section.

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. Also, the location must be within province of Pampanga.

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 large parking space within the area of the building on a 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 the indicated ABC, (inclusive of VAT) and have at least 4000 square meters' total area inclusive of Common Usage Service Area (CUSA).

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 with minimum area requirement of 4000 sq. meters. The Service Provider must have the capacity to obtained the following before the start date of the contract.

- Office space for Approximately Two Hundred Fifty (250) staff;
- Comfort Rooms (with at least 3 for Female and at least 3 for Male);
- Centralized Air-Conditioning Units
- With Telephone and Internet
- With installed CCTV

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

- Superimposed dead load - 55psf

c. Room Arrangement – The service provider must coordinate with the DSWD Field Office III General Services Section and Building and Grounds Management Section upon the contract commencement date for the 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. Payments 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 from the utility service provider.

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 150 IT Equipment.

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

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.

5. Other Requirements - The building must have the ability to comply with following Other Requirements before the start date of the contract;

a. Certificate for Occupancy;

b. Overall facade and architectural design appropriate for an office building; and

c. Convenient Parking for Employees and Clients;

IV. Project Description

The target project location for the Lease of Additional Privately-Owned Real Property Various for DSWD FO III Programs and Offices for Septemebr to December 2026 for PAMANA, Protective Services Division, Social Pension, Supplemental Feeding Program, Pantawid Pamilyang Pilipino Program (4Ps), Sustainable Livelihood Program, KALAHI, PAGKILOS and Accounting Liquidation: AICS, ECT, PAG-ABOT, is within Pampanga and the duration of the lease term shall be for a period of four (4) months commencing from September 2026 to December 2026 and shall be renewable subject to the Implementing Rules and Regulations of RA No. 12009 or the New Government Procurement Act.

V. Project Duration

The contract for Lease of Privately-Owned Real Property for DSWD FO III Various Programs and Offices for September to December 2026 will have a duration of Four (4) months, commencing in September to December 2026.

VI. Terms of Payment

1. The Payment for rent shall be process **every end of each month** with the following required documents;

a. Billing Statement for One Month Rent with correct computations

b. Certificate of Occupancy (first billing)

c. Vicinity Map (first billing)

2. The Payment for electricity and water (if any) shall be made every month billing with the following required documents;

a. Billing Statement indicating for electricity or water with correct computations

b. Provision of evidence in billing for the meter consumptions

3. Payment and billing shall be based on the actual usage of the office space, and subject to the effectivity of contract.

4. Payments shall be made within thirty (30) calendar days upon receipt of correct and complete documents. The payment process will commence upon receipt of all required documents.

5. The Lessor must provide the Landbank account under their company's name. Failure to do so may result in delays in the crediting of payments to accounts, if the lessor's bank account is other than a Landbank account.

6. The Lessor should anticipate potential delays in payments for the month of December due to the General Appropriations Act (GAA) approval process.

7. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

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 Return

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VIII. Budgetary Requirement

Particulars	Number of Months	Monthly Unit Cost	Total Cost
Lease of Privately-Owned Real Property for DSWD FO III Various Programs and Offices for September to December 2026 will have a duration of Four (4) months, commencing in September to December 2026.	Four (4) Months (September to December 2026)	**₱ 2,287,514.44**/ month	**₱ 9,150,057.76**

The Lessor must not exceed the Monthly Unit Cost and the total Approved Budget for the Contract (ABC) given in this budgetary requirement.

"ANNEX A"

TITLE OF PROJECT: Procurement for the Lease of Privately-Owned Real Property for DSWD FO III

TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)		
I.	**Location and Site Condition**		Rating	Remarks
	1. Accessibility	(25)		
	2. Topography and Drainage	(20)		
	3. Sidewalk and Waiting Shed	(15)		
	4. Parking Space	(15)		
	5. Economic Potential	(10)		
	6. Land Classification, Utilization, and Assessment	(10)		
	7. Other Added Amenities	(5)		
		(100)		
II.	**Neighboring Data**			
	1. Prevailing Rate	(20)		
	2. Sanitation and Health Condition	(20)		
	3. Adverse Influence	(15)		
	4. Property Utilization	(15)		
	5. Police and Fire Station	(15)		
	6. Cafeterias	(10)		
	7. Banking/ Telecom	(5)		
		(100)		
III.	**Real Property**			
	1. Structural Design	(27)		
	2. Functionality			
	a. Ventilation	(7)		

	b. Space Requirements: (5) for below 4000 sqm. (10) for 4001 sqm to 4100 sqm. (15) for 4101 sqm to 4200 sqm.	(15)		
	4. DESIGN PLANS for the following Requirements			
	a. Room Arrangement	(0)		
	b. Comfort Room Location	(10)		
	c. Air Conditioning Units Slots and Provision	(10)		
	d. Fire Escapes	(7)		
	e. Lighting System	(7)		
	5. Separate Meter			
	a. Electricity (Separate Meter) (0) for non-compliance (5) for compliance	(5)		
	b. Water (Separate Meter) (0) for non-compliance (5) for compliance or free of charge	(5)		
	5. Other Requirement			
	a. Attractiveness	(7)		
		(100)		
IV.	**Free Services and Facilities**			
	1. Security in Lease Area	(50)		
	2. Secured Parking Space	(50)		

		(100)		
I.	**Location and Site Condition**	X (.20) =		
II.	**Neighboring Data**	X (.20) =		
III.	**Real Property**	X (.50) =		
IV.	**Free Services and Facilities**	X (.10) =		
	Total Score			
	Passing Rate	**85%**		