



REQUEST FOR QUOTATION

Project: Lease of Additional Office Space of OWWA RWO-NCR

1. The **Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region** (hereinafter referred to as **OWWA RWO-NCR**) through the General Appropriations Act (GAA) 2024 intends to apply the sum of **Fifteen Million Pesos (Php15,000,000.00)**, being estimated cost for the contract of **Lease of Additional Office Space for OWWA RWO-NCR**. Bids received in excess of the ABC for each lot shall be automatically rejected on bid opening.
2. The OWWA RWO-NCR now invites legally, technically and financially capable bidders (lessors) to submit for the Lease of Office Space of OWWA RWO-NCR for one year.
3. Procurement process shall be conducted through Negotiated Procurement, particularly Lease of Real Property as provided under Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act” subject to Annex “H” of the same.
4. Interested bidders may obtain further information from OWWA RWO-NCR at the address given below during business hours from 8:00 AM – 5:00 PM.
5. Bidders shall submit its bid containing the original, certified true copy, or photocopy signed by the bidder of the following documents:
 - a. Price Quotation Form (“Annex A”)
 - b. Omnibus Sworn Statement (“Annex B”)
 - c. PhilGEPS Registration Number
 - d. Valid Mayor’s /Business Permit
 - e. SEC or DTI Registration
 - f. Vicinity Map showing the location of the building
 - g. Floor plans showing total leased area

Absence of any documentary requirement enumerated herein shall disqualify the bidder.

6. Bids shall be placed in a sealed envelope marked “**Lease of Additional Office Space for OWWA RWO-NCR**”.

The envelope shall:

- a. Contain the name of the project “**LEASE OF ADDITIONAL OFFICE SPACE FOR OWWA RWO-NCR**”;
- b. Bear the name, address and contact number of the Bidder;
- c. Addressed to the “**OWWA RWO-NCR, Property and Procurement Unit**”
- d. Bear a warning “**DO NOT OPEN BEFORE 08 MARCH 2024 at 5:00PM.**”

Bids must be duly received by the OWWA RWO-NCR BAC Secretariat at the address below on or before **08 March 2024 (Fri) at 5:00 PM**. Bidders who wish to submit their bids before the deadline may submit the same to the Property and Procurement Unit, 2nd Floor, STWLPC Bldg., Sen. Gil Puyat Ave., Pasay City. Late bids shall not be accepted.

The Bids shall be opened to determine the Single/Lowest Calculated Bid (SCB/LCB). The SCB/LCB shall only be based on the monthly rental rate offered. Bids received containing monthly rental in excess of **One Million and Five Hundred Thousand Pesos (Php1,500,000.00)** shall be automatically rejected.

The real property being offered by the Bidder with the LCB/SCB shall be rated in accordance with the Technical Specifications (Appendix A). Ocular inspection of the leased premises will be conducted to verify and ascertain the offer and statements made by the bidder with the Lowest Calculated Bid.

The SCB/LCB which scored at least eighty percent (80%) pursuant to the Table of Rating Factors for Lease of Real Property included herein will be considered as responsive and reasonable and shall be declared as the **Lowest Calculated and Responsive Bid (LCRB)**.

7. The OWWA RWO-NCR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Mary Charisma G. Acebuche
Procurement and Property Officer Designate
OWWA RWO-NCR
Email: owwancr.procurement@gmail.com

**TECHNICAL SPECIFICATIONS
FOR THE LEASE OF ADDITIONAL OFFICE SPACE FOR
OWWA RWO-NCR**

OVERVIEW

The Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region (OWWA RWO-NCR) is looking for an office space in the Municipality of Pasay to be utilized for OWWA RWO-NCR frontline services with the following detailed requirements in compliance with R.A. 9184 (Government Procurement Reform Act).

I. Location and Site Condition

1. Accessibility:
 1. The location must be within the Municipality of Pasay near OWWA-NCR Building and OWWA-Central Building.
 2. Close proximity to national road and public transportations.
 3. The building should allow for comfortable entrance/exit to and from the building by staff, clients, PWD, senior citizens, and service providers.
 4. The building must make provision for access control which must be accessible to both staff and suppliers.
2. Topography and Drainage: The property must have an adequate and properly installed drainage system. The building should be located on flood-free areas.
3. Sidewalk and waiting shed: The building should have access for people with special needs/disability, has ample pedestrian sidewalks and waiting sheds.
4. Parking space: The Lessor shall provide at least twelve (12) parking slots, which shall be included in the rental cost, for the exclusive use of the service vehicles, employees, clients and visitors.
5. Economic Potential: The property must be located in a commercial or business district and /or classified as mixed use (office, commercial, business).

II. Neighborhood Data

1. Prevailing rental rate: The property's rental rate must not more than **Php1,500,000.00** per month, inclusive of parking space, VAT, and all other taxes, fees and charges.
2. Sanitation and health condition: The property must be located in a sanitary and healthy environment. It must have proper garbage disposal facilities and complies with the health sanitation standard required under the Sanitation Code of the Philippines.
3. Adverse Influence: The property vicinity must be free from informal settlers and ambulant/sidewalk vendors.
4. Property Utilization: The property is best suited for office/commercial building.
5. Police and Fire Station: The property must be located nearby to police station and fire stations.
6. Cafeterias: Adequate food establishments/eateries/cafeterias/restaurants must be near the property.
7. Banking/Postal/Telecommunication: The property must have adequate telecommunications lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.

III. Real Estate

1. Structural Condition: The building is designed in compliance with the Building Code of the Philippines and must be in good and tenable condition.
2. Functionality:

- 2.1 *Light and ventilation:* The building must have proper lighting and ventilation system.
- 2.2 *Space Requirements:* The building's leasable spaces must be with at least one thousand three hundred sixty (1,360) square meters. The leased premises must have a ceiling, flooring, electrical, plumbing and sanitation and air-conditioning system.
- 2.3 *Circulation:* Overall movement people connecting to the building such as entrances, lobbies, stairs, and so on.
- 3. Facilities: The building must have the following facilities/amenities:
 - 3.1 *Water Supply and Toilet:*
 - 3.1.1 Sufficient supply of water in the building.
 - 3.1.2 Well-ventilated Comfort Rooms (CRs) with working fixtures such as lavatory, hose bib and water closet for both males and females.
 - 3.2 *Lighting System:*
 - 3.2.1 Sufficient and in good working condition of electrical fixtures such as lighting fixtures and convenience outlets.
 - 3.2.2 Main meter and/or sub-meter for electrical and water supply exclusively for the use of the lessee.
 - 3.3 *Fire Escapes and Equipment:* The building must be in accordance to Bureau of Fire Protection Safety Standards.
- 4. Other requirements:
 - 4.1 *Maintenance:*
 - 4.1.1 The building must be properly maintained.
 - 4.1.2 Lessee should be allowed to make minor repairs and provision of space for the installation of data cables, structured cabling.
 - 4.1.3 Provision for air conditioning.

IV. QUALIFICATION

The Lessor must be duly licensed to engage in leasing and operating real property.

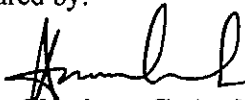
V. DURATION OF THE CONTRACT

The lease term shall be for a period of nine (9) months from April 1, 2024 to December 31, 2024. Lessee is hereby given an option to renew for an additional term of 12 months by giving Lessor written notice on or before the Thirty (30) days before the expiration of the primary term of the lease. The renewal lease is to be upon the same terms and conditions of the prevailing lease subject to the agreement of the parties and in compliance with the requirements of existing laws, rules and regulations.

VI. PAYMENT OF CONTRACT

Payment shall be in accordance with the terms and conditions stated in the contract.

Prepared by:



Mary Charisma G. Acebuche
Procurement and Property Officer Designate
OWWA RWO-NCR

Recommended by:



Bella May B. Espino-Guarin
OIC, AFD
OWWA RWO-NCR

TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Bid.

	RATING FACTORS	WEIGHT (%)	RATING
I	Location and Site Condition		
	1. Accessibility	40	
	2. Topography and Drainage	30	
	3. Sidewalk and Waiting Shed	15	
	4. Parking Space	10	
	5. Economic Potential	5	
	6. Land classification, utilization, and assessment	-	
	7. Other added amenities	-	
		100	
II	Neighborhood Data		
	1. Prevailing rental rate	40	
	2. Sanitation and health condition	20	
	3. Adverse Influence	10	
	4. Property Utilization	10	
	5. Police and Fire Station	10	
	6. Cafeterias	5	
	7. Banking/Postal/Telecommunication	5	
		100	
III	Real Estate		
	1. Structural Condition	30	
	2. Functionality		
	2.1 Light and Ventilation	10	
	2.2 Space Requirements	20	
	2.3 Circulation	10	
	3. Facilities		
	3.1 Water Supplies and toilet	10	
	3.3 Lighting System	5	
	3.4 Fire Escapes	5	
	4. Other Requirements		
	4.1 Maintenance	5	
	4.2 Building Aesthetics	5	
		100	
IV	Free Services and Facilities		
	1. Janitorial and Security	20	
	2. Air Conditioning	30	
	3. Repair and maintenance	30	
	4. Secured parking space	20	
	5. Water and light consumption	-	
		100	
I	Location and Site Condition	x (0.30) =	
II	Neighborhood Data	x (0.20) =	
III	Real Estate	x (0.40) =	
IV	Free Services and Facilities	x (0.10) =	
	FACTOR VALUE		