



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office XI



REQUEST FOR QUOTATION [RFQ No. 2024-RWOXI-001]

The Overseas Workers Welfare Administration Regional Welfare Office XI (OWWA RWO XI), through its Bids and Awards Committee - Alternative Methods (BAC – AM), invites all eligible and PhilGEPS- registered prospective bidders to quote the best offer for:

LEASE OF OFFICE SPACE FOR OWWA – RWO XI OFFICE

within the **Approved Budget for the Contract (ABC)** through the **Alternative Method of Negotiated Procurement – Lease of Real Property and Venue**, as provided under Section 53.10, Rule XVI of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided below and the Terms of Reference (TOR) attached hereto as Annex "A." The accomplished and signed Request for Quotation (RFQ) form should be submitted in a **SEALED** and **SIGNED** envelope via mail or courier, **LABELED** as follows:

RFQ No. 2024-RWO XI-001 LEASE OF OFFICE SPACE FOR OWWA – RWO XI OFFICE

and addressed to:

ANNE A. ALBAN
BAC Secretariat (Alternative Methods)
Overseas Workers Welfare Administration - Regional Welfare Office XI
Doors 31, E-G. G. B Cam Bldg., Monteverde Street, Davao City

The offer must be submitted on or before **May 10, 2024 at 5:00 o'clock in the afternoon** in with the following documentary requirements:

- a. PhilGEPS Registration Certificate/Number;
- b. Mayor's/Business Permit issued by the city where the principal place of business of the prospective bidder is located;
- c. DTI/SEC Registration;
- d. Latest Annual Income/Business Tax Return/BIR Certificate; and
- e. Conformed Terms of Reference (TOR).

For any clarification, you may contact us at telephone no. +639513741457 or email address owwadavao11@gmail.com.


MAYETTE A. ALMANO
Chairperson, BAC Secretariat (Alternative Methods)

GENERAL INSTRUCTIONS TO PROSPECTIVE BIDDERS

1. Failure to follow these general instructions will disqualify your entire quotation.
2. Price quotation/s, must be denominated in Philippine Peso (PhP), already inclusive of VAT or applicable business tax, all government taxes, inclusive of parking space, Common Usage Service Area (CUSA) Fee), and other charges and fees.
3. Quotations exceeding the ABC shall be automatically rejected.
4. The RFQ form must be completed without any alterations to its format and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the prospective bidder or any of its duly authorized representative/s.
6. All minimum technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
7. Quotations received after the deadline shall not be accepted.
8. The best offer/s submitted by the prospective bidders shall still be subjected to a detailed bid evaluation and post-qualification.
9. The OWWA RWO XI reserves the right to accept or reject any offer/quotation, and to annul the procurement process and reject all offers/quotations at any time prior to the contract award, without incurring any liability to the affected bidder or bidders.

TERMS AND CONDITIONS

1. **BID VALIDITY.** Price quotation/s must be valid for a period of thirty (30) calendar days from the deadline of submission.
2. **TIE-BREAKING METHOD.** Should two (2) or more prospective bidders be determined and declared to have submitted the Lowest Calculated Quotation (LCQ)/Lowest Calculated and Responsive Quotation (LCRQ), the OWWA RWO XI shall adopt and employ a non-discretionary and non-discriminatory tie-breaking method, specifically by way of an electronic spin-a-wheel, in accordance with Government Procurement Policy Board Circular 06-2005 dated 5 August 2005.
3. **DELIVERY.** The item/s shall be delivered, or the service/s shall be performed in accordance with the requirements laid down in the TOR.
4. **RIGHT TO INSPECTION.** The OWWA RWO XI shall have the right to conduct the necessary inspection and verification of and/or to test the goods to confirm their conformity to the technical specifications.
5. **RIGHT TO REJECT.** The OWWA RWO XI reserves the right to reject any or all proposals found to be disadvantageous to the government.
6. **TERMS OF PAYMENT.** Upon full delivery of the goods or upon performance of the service, the prospective bidder shall be paid within the date and according to the manner identified in the TOR.
7. **AWARD OF CONTRACT.** The award of contract shall be made to the prospective bidder, contractor, or consultant with the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services) which complies with the Terms and Conditions, Technical Specifications, and/or Terms of Reference (hereto attached as Annex "A") as determined during the post-qualification procedure.
8. **LIQUIDATED DAMAGES.** When the supplier, contractor or consultant fails to satisfactorily deliver any or all of the goods and/or perform the services under the contract within the period(s) specified in the contract, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such an amount shall be deducted from any money due, or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.
9. **TERMINATION.** The OWWA RWO XI may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 RIRR.

To the OWWA RWX XI BAC-AM,

After having carefully read and accepted the General Instructions to Prospective Bidders and the Terms and Conditions, I/We submit our quotation/s as follows:

I. <u>MINIMUM TECHNICAL SPECIFICATIONS</u>			
<u>TECHNICAL SPECIFICATIONS</u>	COMPLIANCE		REMARKS
	YES	NO	
Office Specifications			
A. Location Site and Condition <i>Please refer to Item I , Part C . Office Space Specifications of the Terms of Reference</i>			
B. Neighborhood Data <i>Please refer to Item II , Part C . Office Space Specifications of the Terms of Reference</i>			
C. Real Estate <i>Please refer to Item a, Part III. Office Space Specifications of the Terms of Reference</i>			
Duration of the Contract <i>Please refer to Part V. Duration of the Contract of the Terms of Reference</i>			
Payment <i>Please refer to Part VII. Payment of the Terms of Reference</i>			
Naming and Signage <i>Please refer to Part VIII. Naming and Signage of the Terms of Reference</i>			
Escalation Clause <i>Please refer to Part IX. Escalation Clause of the Terms of Reference</i>			
Contract Commencement and Termination <i>Please refer to Part X. Contract Commencement and Termination of the Terms of Reference</i>			
Arbitration and Venue of Action <i>Please refer to Part XI. Arbitration and Venue of Action of the Terms of Reference</i>			

TECHNICAL SPECIFICATIONS	COMPLIANCE		REMARKS
	YES	NO	
Liquidated Damages Please refer to Part XIII. Liquidated Damages of the Terms of Reference			

II. <u>FINANCIAL OFFER</u>	
ABC	Total Offered Quotation
FOUR MILLION EIGHT HUNDRED NINETY THOUSAND SIX HUNDRED PESOS (PHP 4,890,600.00) ONLY, INCLUSIVE OF THREE (3)-MONTH SECURITY DEPOSIT AND SEVEN (7)-MONTH RENTAL (ASSUMING OWWA RWO XI CAN TRANSFER EFFECTIVE JUNE 1, 2024)	<i>In words:</i>

	<i>In figures:</i> _____
Payment Details: _____	
BUSINESS NAME:	_____
ADDRESS:	_____
NAME OF PAYEE:	_____

III. <u>BIDDER'S COMMITMENT</u>
<p>I/We hereby agree and bind ourselves to the general instructions, terms and conditions herein specified, and to the manner of procurement and evaluation set up by the OWWA RWO XI BAC- AM pursuant to RA No. 9184 and its 2016 Revised IRR.</p> <p>I/We undertake, if our proposal is accepted, to supply/deliver the good/s and/or perform the service/s in accordance with the specifications and delivery schedule identified in the Terms of Reference.</p>

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Position: _____

Name of Company: _____ Office Telephone/Fax/Mobile Nos.: _____

Email Address: _____ Date: _____

ANNEX A

TERMS OF REFERENCE

CORFORME:

Signature Over Printed Name of the Authorized Representative

Position

Name of Company

Office Telephone/Mobile Nos.

Email Address

Date

TERMS OF REFERENCE

Project Title: **PROCUREMENT OF LEASE OF OFFICE SPACE FOR OWWA RWO XI OFFICE**

Contract Duration: **June 1, 2025 – December 2024**

A. RATIONALE

The Overseas Workers Welfare Administration – Regional Welfare Office Xi (OWWA RWO XI), an attached agency of the Department of Migrant Workers (DMW) is mandated to develop and implement programs and services for the protection and promotion of the welfare of our Overseas Filipino Workers (OFWs) and their families.

OWWA-RWO XI, is currently housed at Doors E-G. G.B Cam Bldg., Monteverde Street, Davao City since October 2005. We are occupying a total space of 630 square meters which covers the main office and four (4) training rooms in the adjoining building: Arabic and Cantonese language classes, Pre-Departure Orientation Seminar (PDOS), and Information Technology Training Program (ITTP). The space of the current office is becoming a challenge in implementing all the programs and services of the agency.

For the past few years, there are major changes on the program and services of the agency, some of which are the addition of new programs and expansions of the coverage of beneficiaries. With this, there is an observed influx of clients who visit the office compared to previous years. At present, an average of one-hundred (100) clients visit the office daily. OWWA RWO XI is looking for a new office that could provide:

- A space which would ensure confidentiality for the clients who request assistance for OFWs with problems abroad including those needing rescue and follow-up for repatriation. The set-up at present is not conducive to the conduct of interviews for the distressed OFWs and their families. Due to the very limited space of the office, other people hear confidential information/discussion which sometimes makes the requesting client uncomfortable.
- More accessible and spacious areas for entertaining inquiries regarding medical Assistance by the family of OFW and/or the OFWs who are mostly sick and/or with disability/special needs.
- Appropriate rooms for the conduct of the Pre-Departure Orientation Seminars which include the Arabic and Cantonese Language classes, Orientation for Balik Pinas, Balik Hanapbuhay! Program and OEDLP/Livelihood Program, IT Trainings and Enhanced Entrepreneurial Development Training. The participants for these activities range from 15 to a maximum of 40 per session/program. At present, three separate rooms have been added and rented where some of the activities are conducted as well. However, these spaces are separate from the main office area. RWO XI needed areas for the regular implementation of the programs and services as well as the training could be accommodated in one building. Moreover, as one of DICT's identified 122 Beneficiary Agencies in Phase one (1) of its implementation, a separate space for IT equipment and cable path must also be available in the office building of the beneficiary.
- Better records and storage areas where the documents will be safeguarded. Currently, documents are stowed in a small room that is also rented by the office.

- Since the storage area is limited, some documents are stowed in vacant areas beside the tables of the personnel that are very accessible to anybody, hence, safeguarding or controlling is difficult. These documents are at risk of being lost and misplaced.
- Bigger parking space for six (6) OWWA vehicles.

Also, in line with our efforts to pursue process and office improvement leading to ISO accreditation we will need a bigger and safer space.

There are currently no government-owned buildings that meet the specific requirements of OWWA.

In this regard, the Overseas Workers Welfare Administration – Regional Welfare Office XI hereby proposes procurement of a lease for office space that can cater to the pressing need for bigger space in our office.

B. POLICY CONSIDERATION

Pursuant to Item V. Specific Guidelines, D. Negotiated Procurement, (9) Lease of Real Property and Venue, (b) Policy Consideration of Annex “H,” otherwise known as Consolidated Guidelines for the Alternative Mode of Procurement (hereinafter referred to as Consolidated Guidelines) of the 2016 R-IRR of Republic Act (R.A.) No. 9184, it is preferred that government agencies lease publicly-owned real property or venue from other government agencies.

If there is an available publicly owned real property or venue that complies with the requirement of the Procuring Entity, it may enter into a contract of lease with the government-agency owner.

In the event that the Procuring Entity would resort to privately-owned real property or venue, the End-User unit shall justify that the same is more efficient and economical to the government.

GPPB Resolution No. 06-2022 provides that the duration for each renewal contract shall not exceed one (1) year; however, the total combined period covering the original contract, renewal contract/s, and contract extension/s, if applicable, shall not exceed three (3) years.

C. OFFICE SPACE SPECIFICATIONS

The OWWA RWO XI is looking for building/property with the following minimum technical specifications`:

I. Location and Site Condition

- 1.1 Accessibility.** The building/property must be accessible directly to the main thoroughfare by public transport, such as PUJs and taxis.
- 1.2 Topography and Drainage.** The building/property must be in a flood-free area and must have an adequate and properly installed drainage system to prevent flooding.
- 1.3 Sidewalk and Waiting Shed.** The building/property shall have ample pedestrian sidewalks.

- 1.4 **Parking Space.** The building/property must have an exclusive parking space within the building for at least six (6) OWWA official vehicles.
- 1.5 **Economic Potential.** The building/property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).

II. Neighborhood Data

- 2.1 **Prevailing Rental Rate.** The property's rental rate must **not be more than Five Hundred Fifty Pesos (Php 550.00) per square meter per month**, inclusive of parking space, Value added Tax (VAT) or applicable business tax, Common Usage Service Area (CUSA) fee, if applicable, and all other taxes, fees and charges applicable.
- 2.2. **Sanitation and Health Condition.** The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and must comply with the health and sanitation standards required under the Presidential Decree (P.D.) No. 856, otherwise known as the "Sanitation Code of the Philippines."
- 2.3 **Adverse Influence.** The building/property must be free from informal settlers within a radius of four hundred (400) meters.
- 2.4 **Property Utilization.** The property's highest and best use is for an office/commercial building.
- 2.5 **Police and Fire Stations.** The building/property must be located within two (2) kilometers from police and fire stations.
- 2.6 **Cafeterias.** Adequate food establishments/eateries/cafeterias/ restaurants food must be within proximity of the property.
- 2.7 **Banking/Postal/Telecommunication.** The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within proximity.
- 2.8 **Public Transportation.** The building must be located within one (1) kilometer from public Utility Bus terminal; and must be within fifteen (15) kilometers from Davao International Airport
- 2.9 **Other Services.** The property must be accessible to government and health service centers.

III. Real Estate

- 3.1. **Structural Condition.** The building/property is designed in compliance with the Building Code of the Philippines and BP No. 344, otherwise known as the "Accessibility Law" and its IRR.
- 3.2. Functionality.
 - a. **Space Requirements.** The leasable spaces must be adequate for the OWWA RWO XI area requirement of approximately:
 - a. Minimum of at least twelve (12) rooms with individual toilets;
 - b. At least 850 square meters in total area.
 - b. **Module.** The leased premises of the building/property shall be handed over with the following minimum specifications:
 - i. Ready for occupancy;
 - ii. With tile flooring;
 - iii. Ready partition as enumerated under Section C (2)(a);

- iv. Standard fire protection system;
 - v. At least twelve (12) toilets with lavatories;
- c. Light and Ventilation.** The building's common areas must have proper lighting and ventilation system.

IV. Facilities. The building/property must have the following facilities/amenities:

- a. Main meter for the electrical and water supply exclusively for the use of the OWWA RWO XI;
- b. Sufficient electrical and lighting fixtures and convenience outlets. There are also provisions for electrical system (single phase and three phases) for the air-conditioning units and other office equipment to be installed;
- c. Sufficient water supply within the building for all the tenants;
- d. Fire alarm/detection system, fire-fighting equipment and fire/emergency exits, as provided by laws;
- e. Electrical Facilities/Requirements:
 - i. All electrical fixtures, convenience outlets, switches and telephone jacks/terminals must be in good working condition at the time of transfer; and
 - ii. All electrical components within the building shall meet the electric load requirements provided for by OWWA RWO XI.
- f. OWWA RWO XI should be allowed to chip portions of ceilings, walls, and floors for the installation of A/C units and other equipment.

4. IT Requirements. The building/property must have provisions on the following:

- a. Provision of space for the installation of horizontal and Provision of pace for the installation of horizontal and vertical network cabling (structured cabling infrastructure);
- b. OWWA RWO XI should be allowed to chip portion of walls, floors and ceilings for the installation of data cables; Sufficient jspace for network server; and
- c. Access to the building/property's electrical room/main distribution frame for any IT troubleshooting.

5. Free Services and Facilities

- a. Repair and maintenance. The lessor shall allow the maintenance and immediate repair of the leasable spaces and common use service areas.
 - b. Free use of parking areas
6. Other Requirements. The building/property must have an over-all façade and architectural design appropriate for an office building.

V. DURATION OF THE CONTRACT

The fund for this procurement is subject to the release of the Guidelines issued by the Department of Budget and management (DBM) regarding the General appropriations Act (GAA) for the fiscal year 2024.

The Lease Term shall be for a period of seven (7) months commencing from 01 June 2024, with an option to renew upon agreement by the parties subject to the

provisions of 2016 R-IRR of R.A. 9184 and other relevant laws, rules and regulations.

*“Please be advised that the provided **schedule is tentative** due to OWWA RWO XI's existing lease contract with CAM BUILDING, which requires a 60-day notice for termination. Negotiations are underway with the other party to seek an early release from our prior agreement.”*

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **FOUR MILLION EIGHT HUNDRED NINETY THOUSAND SIX HUNDRED PESOS (PHP4,890,600.00) ONLY INCLUSIVE OF THREE (3)-MONTH SECURITY DEPOSIT AND SEVEN (7)-MONTH RENTAL FEE (ASSUMING OWWA RWO XI CAN TRANSFER EFFECTIVE JUNE 1, 2024)**; parking space, Value added Tax (VAT) or applicable business tax, and all other taxes and charges applicable.

VII. PAYMENT

Monthly payment of the lease shall be made within thirty (30) days upon the receipt of the billing statement.

OWWA RWO XI shall deduct a final VAT of five (5) percent and an Expanded withholding Tax (EWT) of two (2) percent, or the applicable business tax, from the monthly billing. BIR Form No No. 2407 (Certificate of Creditable Tax Withheld at Source) will be provided upon their issuance of Official Receipt (OR).

VIII. NAMING AND SIGNAGE

The OWWA RWO XI shall be allowed to put up appropriate signages. The OWWA RWO XI shall Acknowledges that all signage locations and plans are subject to the final approval of the Lessor whose approval should be issued within a reasonable period and not unreasonably withheld.

IX. ESCALATION CLAUSE

The rental rate shall be fixed within the contract period. In case of renewal, price escalation may only be considered starting on the second (2nd) year of the renewed contract and every year thereafter, at a rate of five percent (5%) of the monthly rate paid during the preceding lease year, subject to the existing budgeting, accounting, and auditing rules.

X. CONTRACT COMMENCEMENT AND TERMINATION

The Contract of Lease shall be effective on the date specified in the Notice to Proceed (NTP) subject, however, to the provisions of the Guidelines on Termination of Contract under Annex “1” of the 2016 R-IRR of R.A No. 9184.

At the expiration of the lease term or renewal thereof, or in the event of pre-termination, any material damage caused by abuse or neglect by OWWA RWO XI as determined by the competent authority, or unpaid utility/ies, may be reimbursed from OWWA RWO XI, subject to government accounting and auditing rules and regulations.

XI. ARBITRATION AND VENUE OF ACTION

Any and all disputes arising from the interpretation or implementation of this

contract shall be submitted to arbitration in the Philippines in accordance with the provisions of R.A. No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."

Any legal actions arising out of, or relating to, this contract shall be filed with any of the competent courts in Davao City, Philippines, to the exclusion of any other courts.

XII. MODE OF PROCUREMENT

The mode of procurement shall be through an Alternative Mode of Procurement, particularly Lease of Real Property, as provided under Annex "H" of the 2016 R-IRR of Republic Act (RA) No. 9184.

XIII. LIQUIDATED DAMAGES

1. Where the service provider refuses or fails to satisfactorily complete the work within the specified contract time, plus any extension time duly granted and is hereby in default under the contract, the service provider shall pay OWWA RWO XI for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract, of which OWWA RWO XI shall have the discretion to terminate the contract without prejudice to any other action or remedy it may take to recover the losses incurred as a result of the service provider's failure/non-performance, including but not limited to forfeiture of performance security and/or blacklisting of the latter.

2. Entitlement to such liquidated damages, OWWA RWO XI need not prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due the service provider under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the service provider at the OWWA RWO XI's convenience.

XIV. RESERVATION CLAUSE

The Overseas Workers Welfare Administration – Regional Welfare Office XI (OWWA RWO XI) 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 R.A. 9184 and its 2016 R-IRR, without thereby incurring any liability to the affected bidder or bidders.

Prepared by:


Anne A. Alban
OWWO I/BAC Secretariat

Reviewed by:


MAYETTE A. ALMANO
OWWO III/BAC Chairperson

Approved by:


GINA MAE D. QUIMORA
Officer-In-Charge/Head of Procuring Entity

LEASE OF OFFICE SPACE FOR OWWA RWO XI

	RATING FACTORS	WEIGHT (%)	RATING
I.	LOCATION AND SITE CONDITION		
	1. Accessibility The building/property must be accessible directly to the main thoroughfare by public transport, such as PUJs and taxis.	25	
	Topography and Drainage The building/property must be in a flood-free area or must have an adequate and properly installed drainage system to prevent flooding. (10%) The building/property must be in a flood-free area and must have an adequate and properly installed drainage system to prevent flooding. (25%)	25	
	Sidewalk and Waiting Shed Without pedestrian sidewalk and waiting shed (0%) With pedestrian sidewalk and waiting shed (10%)	10	
	Parking Space With exclusive parking spaces for at least six (6) OWWA Official Vehicles (25%) Without exclusive parking spaces for at least six (6) OWWA Vehicle (0%)	20	
	Economic Potential Without Economic Potential (0%) With Economic Potential (20%)	20	
		100	
II	NEIGHBORHOOD DATA		
	Prevailing Rental Rate 1.2 The property's rental rate is more than Five Hundred Fifty Pesos (PhP550.00) per square meter per month , inclusive of parking space, Value added Tax (VAT) or Applicable business tax, Common Usage Service Area (CUSA) fee, if applicable, and all other taxes, fees and charges applicable (0%)	30	

	<p>1.2 The property's rental rate must not be more than Five Hundred Fifty pesos (Php 550.00) per square meter per month, inclusive of parking space, Value added Tax (VAT) or applicable business tax, Common Usage Service Area (CUSA) fee, if applicable, and all other taxes, fees and charges applicable (30%)</p>		
	<p>Sanitation and Health Condition</p> <p>Without proper garbage facilities and non-compliant with the health and sanitation standards required under the Presidential Decree (P.D.) No. 856, otherwise known as the "Sanitation Code of the Philippines (0%)</p> <p>With proper garbage facilities and compliant with the health and sanitation standards required under the Presidential Decree (P.D.) No. 856, otherwise known as the "Sanitation Code of the Philippines (10%)</p>	10	
	<p>Adverse Influence</p> <p>With adverse influence within a radius of four hundred (400) meters (0%)</p> <p>Without adverse influence within a radius of four hundred (400) meters (10%)</p>	10	
	<p>Property Utilization</p> <p>Mixed-Used (5%)</p> <p>Purely Commercial (10%)</p>	10	
	<p>Police and Fire Stations</p> <p>Accessible beyond two (2) kilometers (0%)</p> <p>Accessible within two (2) kilometers (10%)</p>	10	
	<p>Cafeterias</p> <p>Without adequate food establishments/eateries/cafeterias/ restaurants food must be within the proximity of the property (5%)</p> <p>With adequate food establishments/eateries/cafeterias/ restaurants food must be within the proximity of the property (10%)</p>	10	

	Banking/Postal/Telecommunication Without adequate telecommunication lines and banks and financial institutions that offer ATM services within close proximity (5%) With adequate telecommunication lines and banks and financial institutions that offer ATM services within close proximity (10%)	10	
	Other Services Inaccessible to government and health service centers (0%) Accessible to government and health service centers (10%)	10	
		100	
III	REAL ESTATE		
	Structural Condition The building/property's design is non-compliant with the Building Code of the Philippines and BP No. 344, otherwise known as the "Accessibility Law" and its IRR (0%) The building/property's design is compliant with the Building Code of the Philippines and BP No. 344, otherwise known as the "Accessibility Law" and its IRR (20%)	20	
	2. Functionality	20	
	Space Requirements Below 206.01m ² (0%) 206.01m ² and above (10%)	10	
	Module Partial compliance with the minimum specifications (2%) Full compliance with the minimum specifications (5%)	5	
	Light and Ventilation Without proper lighting and ventilation system (0%) With proper lighting and ventilation system (5%)	5	
	Facilities Partial compliance with the facilities /amenities (10%) Full compliance with the facilities/amenities (20%)	20	
	4. IT Requirements	15	

	With partial provisions of the IT requirements (5%) With complete provisions of the IT requirements (15%)		
	Free Services and Facilities Without free janitorial, security and repair maintenance (0%) With free janitorial, security and repair maintenance (15%)	15	
	Other Requirements Without over-all façade and architectural design appropriate for an office building (5%) With over-all façade and architectural design appropriate for an office building (10%)	10	
		100	
SUMMARY			
I	Location and Site Condition	x (.25)	
II	Neighborhood Data	x (.25)	
III	Real Estate	x (.50)	
FACTOR VALUE			