Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 633-0113 Telefax# 833-1010

> P.R. No. 2024-04-0057 DATE: 3-May-24

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

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Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than 10 May 2024 @ 10:00 a.m.

Engr. GERARDO S. GATCHALIAN SAO, PPMD

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ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Lease of Parking Space for OWWA Service Vehicles, Clients and Employees of at least One Hundred (100) Slots	1	lot	₽ 2,800,000.00		
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit 3. Income Tax Return (latest)					
	 If the bidder is an authorized Representative, please attached Special Power of Attorney (SPA) or Secretary's Certificate 					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: <u>procurement@owwa.gov.ph</u>					

Entries must be typewritten / if handwritten, it must be clear and legible; Bidders must submit certificate of PHILGEPS Registration; Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); All quotation can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. Label the envelope with the follo 4 Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No.

PR No. 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services; 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC); 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered; 9. Price quoted/ submitted on the deadline shall be considered as final and unatterable; 10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005; 11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: seven (7) months upon receipt of Contract/NTP

TERMS OF PAYMENT: Monthly billing

PRICE VALIDITY: 60 days from date of quotation/proposal

Company Name

Print Name and Signature of Authorized Representative

Designation

Company Tel./Fax/Mobile No.

Date

TERMS OF REFERENCE

TITLE	PROCUREMENT OF LEASE OF PARKING SPACE FOR OWWA SERVICE VEHICLES, CLIENTS AND EMPLOYEES OF AT LEAST ONE HUNDRED (100) SLOTS
I. RATIONALE	The Overseas Workers Welfare Administration do not have enough parking space in its building perimeter for all official vehicles, clients and visitors. In order to accommodate them, OWWA leases a suitable parking lot enough to accommodate at least One Hundred (100) vehicles including the OWWA bus and two coasters.
II. PARKING SPACE SPECIFICATIONS:	 A parking space with the following technical specifications taking into consideration the rating factors under appendix A of GPPB 2016 of the IRR for Lease of Privately-Owned Real Estate: A. Location and Site Condition Location: Within Two (2) kilometer radius from OWWA Central Office Pasay City; Topography and Drainage. The property shall be in an area where a standard storm drainage system is in place. It must have an adequate and properly installed drainage system and not located in a flood prone area; The parking space must be exclusive for OWWA service vehicle, clients and employees including one (1) bus and two (2) coasters; Proposed space with larger area shall be accepted provided that the excess area shall be given for free and is not included on the computation in the determination of monthly rental rate. B.Neighborhood Data Prevailing Rental Rate. Property's rental rate must not be more than Four Hundred Thousand Pesos only (Php400,000.00) per month (inclusive of VAT); Adverse Influence. The property must be free from informal settlers within a radius of four (4) hundred meters; Property Utilization. The property must be located within four (4) kilometers from police and fire stations. C.Parking Space Space Requirements. The parking space shall be readily available for occupancy. The parking space shall be readily available for duproximate size of 2.5m x 5.0m per slot equivalent to 1,250sqm) with access leading to and from the parking area for maneuvering enough to accommodate one hundred service vehicle including one (1) bus and two (2) coasters.
	 Provision for Agency Signage;

	 Provision for power line for tapping of electric meter to be provided by by OWWA upon request; Properly Maintained; and Safe and secured.
III. QUALIFICATION	The lessor must be a reputable owner or operator of a car park/parking space and has been in the business for at least one (1) year.
IV. CONTRACT DURATION	The Lease Term shall be for a period of seven (7) months commencing from 01 June 2024 to 31 December 2024 with a guaranteed parking from Mondays to Sundays (24hrs).
	The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market Value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area.
V. APPROVED BUDGET FOR THE CONTRACT	The total Approved Budget for the Contract (ABC) for this procurement is Two Million Eight Hundred Thousand Pesos (P2,800,000.00), inclusive of all government taxes and other fees and charges.
VI. MODE OF PROCUREMENT	The mode of procurement shall be through Negotiated Procurement, particularly Lease of Real Property , as provided under Section 53.10, Rule XVI of the 2016 IRR of R.A. 9184.
VII. 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 R.A. 9184).
VIII. PAYMENT	A monthly payment of lease shall be made fifteen (15) days from receipt of the billing statement.

By signing below, I hereby acknowledge that I have completely read and fully understand the terms of reference. I also affirm that my bid is compliant with each of the individual parameters of each specifications.

Print Name and Signature	:	
Designation	:	•
Company Name	:	
Contact Number	:	-
Date	:	

Note: Please submit this document together with the duly accomplished Request for Proposal and attached other related documentary requirements.

APPENDIX A TABLE OF RATING FACTORS

	RATING FACTORS	WEIGHT (%)	RATING
[.	Location and Site Condition		
	1. Accessibility	25	
	2. Topography and Drainage	20	
	3. Sidewalk	15	
	4. Parking space	15	
	5. Land classification, utilization, and assessment	15	Page 1
	6. Economic Potential	10	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate	20	
	2. Sanitation and health condition	20	
	3. Property utilization	20	
	4. Police and fire station	15	
	5. Cafeterias	15	
	6. Banking	10	
		100	
		100	
III.	Real estate		
	1. Structural condition	20	
	2. Functionality		
	a. Module	10	
	b. Circulation	10	
	c. Light and ventilation	10	
	d. Space requirements	10	
	3. Facilities		-
	a. Water supply and toilet	10	
	b. Lighting system	10	
	Other requirements		
	a. Maintenance	10	
	b. Attractiveness	10	
		100	
IV	Free Services and Facilities		
	1. Repair and maintenance	35	
	2. Water and light consumption	35	
	3. Secured parking space	30	
		100	
	RATING FACTOR	ASSIGNED WEI	GHTS
I.	Location and Site Condition	309	and the second se
II.	Neighborhood Data	209	
III.	Real estate	309	
IV.	Free Services and Facilities	209	
	PASSING RATE : EIGHTY FIVE (85) PERCENT	100	