



## TERMS OF REFERENCE

TITLE	PROCUREMENT OF LEASE OF PARKING SPACE FOR OWWA SERVICE VEHICLES, CLIENTS AND EMPLOYEES OF AT LEAST ONE HUNDRED (100) SLOTS
<b>I. RATIONALE</b>	<p>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.</p>
<b>II. PARKING SPACE SPECIFICATIONS:</b>	<p>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:</p> <p><b>A. Location and Site Condition</b></p> <ol style="list-style-type: none"> <li>1. Location: Within Two (2) kilometer radius from OWWA Central Office Pasay City;</li> <li>2. 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;</li> <li>3. The parking space must be exclusive for OWWA service vehicle, clients and employees including one (1) bus and two (2) coasters;</li> <li>4. 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.</li> </ol> <p><b>B. Neighborhood Data</b></p> <ol style="list-style-type: none"> <li>1. Prevailing Rental Rate. Property's rental rate must not be more than <b>Four Hundred Thousand Pesos only (Php400,000.00)</b> per month (inclusive of VAT);</li> <li>2. Adverse Influence. The property must be free from informal settlers within a radius of four (4) hundred meters;</li> <li>3. Property Utilization. The property is highest and best use for parking space for vehicles; and</li> <li>4. Police and Fire Stations. The property must be located within four (4) kilometers from police and fire stations.</li> </ol> <p><b>C. Parking Space</b></p> <ol style="list-style-type: none"> <li>1. Space Requirements. <ol style="list-style-type: none"> <li>a. The parking space shall be readily available for occupancy.</li> <li>b. The leasable spaces must be adequate for the OWWA's area requirement of at least One (1) Hundred Slots (approximate 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.</li> </ol> </li> </ol> <p><b>D. Other Requirements.</b></p> <ol style="list-style-type: none"> <li>1. Provision for Agency Signage;</li> </ol>

	<p>2. Provision for power line for tapping of electric meter to be provided by by OWWA upon request;</p> <p>3. Properly Maintained; and</p> <p>4. Safe and secured.</p>
<b>III. QUALIFICATION</b>	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.
<b>IV. CONTRACT DURATION</b>	<p>The Lease Term shall be for a period of <b>seven (7) months commencing from 01 June 2024 to 31 December 2024 with a guaranteed parking from Mondays to Sundays (24hrs).</b></p> <p>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.</p>
<b>V. APPROVED BUDGET FOR THE CONTRACT</b>	The total <b>Approved Budget for the Contract (ABC)</b> for this procurement is <b>Two Million Eight Hundred Thousand Pesos (P2,800,000.00)</b> , inclusive of all government taxes and other fees and charges.
<b>VI. MODE OF PROCUREMENT</b>	The mode of procurement shall be through Negotiated Procurement, particularly <b>Lease of Real Property</b> , as provided under Section 53.10, Rule XVI of the 2016 IRR of R.A. 9184.
<b>VII. CRITERIA FOR EVALUATION</b>	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).
<b>VIII. PAYMENT</b>	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.**