

PROJECT TITLE/NAME: PROPOSAL FOR LEASE OF OFFICE SPACE WITH MORE/ LESS 1,200 SQM. FLOOR AREA FOR OWWA RWO-NCR					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
1.	LEASE OF OFFICE SPACE WITH MORE/ LESS 1,200 SQM. FLOOR AREA FOR OWWA RWO-NCR	1	Lot	₱ 17,820,000.00		
	<i>(Please see attached Terms of Reference)</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	<i>1. PhilGEPS Certificate or PhilGEPS Registration Number</i>					
	<i>2. Valid Mayor's/ Business Permit</i>					
	<i>3. Income/ Business Tax Return (latest)</i>					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: <a href="mailto:owwancr.procurement@gmail.com">owwancr.procurement@gmail.com</a></i>					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						

**GENERAL CONDITIONS**

1. Entries must be typewritten / if handwritten, it must be clear and legible;
2. Bidders must submit certificate of PHILGEPS Registration;
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. All quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) \_\_\_\_\_, or c) \_\_\_\_\_  
Label the envelope with the following:  
  
Bidder's Company Name  
PHILGEPS Reference No.  
Project Title/Name  
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 Approved Budget for 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 unalterable;
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.

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**DELIVERY:** nine (9) months upon receipt of Contract/ Notice to Proceed (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

PROGRAM TITLE	LEASE OF OFFICE SPACE WITH MORE/LESS 1,200 SQM. FLOOR AREA FOR OWWA RWO-NCR
<p><b>I. OVERVIEW</b></p>	<p>The Overseas Workers Welfare Administration Regional Welfare Office - National Capital Region (OWWA RWO-NCR) is an attached agency of the Department of Migrant Workers (DMW). We are dedicated to developing and implementing programs and services that protect and promote the welfare of Overseas Filipino Workers (OFWs) and their families.</p> <p>OWWA RWO-NCR is currently located at Senator Gil Puyat Avenue, Pasay City, since 2019. However, the space of the current office has become a challenge in effectively implementing all the programs and services of the agency due to the increase in the number of personnel and increasing volume of transactions and client visits. This limitation not only affects the efficiency of service delivery but also impacts the overall experience of the OFWs who rely on OWWA's support. As the demand for services grows, especially with the expanding programs aimed at addressing the needs of OFWs and their families, it is crucial to provide an office environment that can accommodate both staff and clients comfortably.</p> <p>OWWA-NCR is looking for a new office that could provide:</p> <ol style="list-style-type: none"> <li>a. Adequate space to accommodate the increasing number of personnel and clients, ensuring efficient delivery of programs and services.</li> <li>b. Records room and storage facilities to safeguard important documents, ensuring secure, organized for an improved and efficient records management.</li> <li>c. Modern facilities that enhance operational capabilities, including meeting rooms, client service areas, and accessible amenities to cater to both staff and Overseas Filipino Workers (OFWs).</li> <li>d. A strategic location near the RWO-NCR's Extension Office and OWWA - Central Office, allowing for better coordination, communication and accessibility between regional and central operations, which is essential for implementing agency-wide initiatives efficiently.</li> </ol> <p>Given these factors, the lease of a new office space is essential to meet operational requirements and ensure the continued success of the programs and services offered to</p>

	OFWs and their families. Additionally, a larger and more functional space would improve employee's productivity and foster a more welcoming environment for clients.
<b>II. OBJECTIVE</b>	<p>The objective of transferring to a new office space is to provide OWWA NCR personnel with a clean, safe, and accessible work environment that fosters greater effectiveness and productivity. As the agency operations expand and the demand for services continues to grow, our current workspace may no longer meet the needs of the agency, potentially limiting its capacity to serve stakeholders efficiently.</p> <p>OWWA-NCR aims to create a more efficient, comfortable, and professional environment that aligns with its mission of promoting the welfare of OFWs and their families. A larger, well-equipped office will enhance employee's productivity, improve service delivery, and ensure that OWWA can continue to meet the evolving needs of OFWs, their families, and other stakeholders.</p>
<b>III. LOCATION</b>	The location of the office space to be leased must be strategically within Pasay City, near the new RWO-NCR's Extension Office, OWWA Central Office and the region's back-office support. This proximity ensures efficient coordination between OWWA NCR and the Central Office. Additionally, accessibility to key transportation hubs and essential government offices is also crucial to facilitate seamless operation for both employees and clients, particularly Overseas Filipino Workers (OFWs) and their families, who rely on our services.
<b>IV. SPACE</b>	More or less 1,200 sqm
<b>V. TERMS OF LEASE</b>	The term of the Contract of Lease shall be for the period of <b>Nine (9) months from April 1 to December 31, 2025</b> , renewable upon mutual agreement of the parties and in accordance with the same terms and conditions of the original contract.
<b>VI. TECHNICAL SPECIFICATION</b>	<i>Please see attached Technical Specifications.</i>
<b>VII. DOCUMENTARY REQUIREMENTS</b>	Technical, legal, and financial documents as mandated by R.A. 9184 and its Implementing Rules and Regulations (IRR).
<b>VIII. BILLING AND PAYMENT</b>	The Lessor shall issue a monthly billing statement to the procuring entity, accompanied by all required supporting documents.
<b>IX. APPROVED BUDGET FOR THE CONTRACT</b>	The Approved Budget for the Contract (ABC) for Nine (9) months is <b>Seventeen Million Eight Hundred Twenty Thousand Pesos (Php 17,820,000.00)</b> , chargeable against the approved CY 2025 MOOE: Rent/Lease Building

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

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*(Company Name)*

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*(Print Name and Signature of Authorized Representative)*

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*(Designation)*

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*Company Tel/Fax/Mobile No.*

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*(Date)*

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

**TECHNICAL SPECIFICATIONS  
FOR THE LEASE OF OFFICE SPACE WITH MORE/LESS  
1,200 SQM. FLOOR AREA 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 City of Pasay to be utilized for OWWA RWO-NCR back office and administrative support services with the following detailed requirements in compliance with R.A. 9184 (Government Procurement Reform Act).

**I. Location and Site Condition**

1. Accessibility:
  - 1.1. The location must be within the City of Pasay preferably along Senator Gil Puyat Avenue near the OWWA RWO-NCR's Extension Office and OWWA Central Office.
  - 1.2. Close proximity to national roads and public transportations.
  - 1.3. The building should allow comfortable entrance/exit to and from the building by staff, clients, PWD, senior citizens, and service providers.
  - 1.4. The building must make provision for access control which must be accessible to staff, clients and suppliers.
2. Topography and Drainage: The property must have an adequate and properly installed drainage system. The building should be located in 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 two (2) parking slots, which shall be included in the rental cost, for the exclusive use of the service vehicles.
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 exceed Php 1,980,000.00 per month, inclusive of parking space, common use service area, 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 stations 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 tenantable 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 fully-furnished with more or less one thousand two hundred (1,200) square meters which can accommodate at least 120 personnel. The leased premises must have a ceiling, flooring, electrical, plumbing and sanitation. There should also be a provision for an electrical system for air conditioning units, communication lines/system and other office equipment to be installed.

2.3 *Circulation*: Overall movement of 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 with 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.

**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, 2025 to December 31, 2025, renewable thereafter upon mutual agreement of both parties with the same terms and conditions in compliance with the requirements of existing laws, rules, and regulations. Upon renewal, the Lessor may increase the rental rate which shall not exceed 5% per annum.


**VI. PAYMENT OF CONTRACT**

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

Prepared by:

  
**CLARISSA D. CORTEZ**  
OWWO I / Personnel Officer Designate

Recommend by:

  
**LORNA R. OBEDOZA**  
Chief, Administrative and Finance Division

### TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE

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

	RATING FACTORS	WEIGHT (%)	RATING
I	<b>Location and Site Condition</b>		
	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	-	
		<b>100</b>	
II	<b>Neighborhood Data</b>		
	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	
		<b>100</b>	
III	<b>Real Estate</b>		
	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	
		<b>100</b>	
IV	<b>Free Services and Facilities</b>		
	1. Janitorial and Security	20	
	2. Air Conditioning	30	
	3. Repair and maintenance	30	
	4. Secured parking space	20	
	5. Water and light consumption	-	
		<b>100</b>	
I	<b>Location and Site Condition</b>	x (0.30) =	
II	<b>Neighborhood Data</b>	x (0.20) =	
III	<b>Real Estate</b>	x (0.40) =	
IV	<b>Free Services and Facilities</b>	x (0.10) =	
	<b>FACTOR VALUE</b>		