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

P.R. No. 2025-03-0037 DATE: 31-Mar-25

#### **REQUEST FOR QUOTATION / PROPOSAL**

COMPANY NAME:

## ADDRESS OF COMPANY:

To whom it may concern:

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 07 April 2025 @ 10:00 a.m.

PROJECT	AU V, PPMD TITLE/NAME: Proposal for Lease of Parking Space for OWW.	A Service \	Vehicles, Cl		, PHMD	
Employees of at least One Hundred (100) Slots					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Procurement of Lease of Parking Space for OWWA Service Vehicles, Clients and Employees of at least One Hundred (100) Slots	1	lot	₱ 3,605,720.25		
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's / Business Permit					
	3. Income/Business Tax Return (latest)					
	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: procurement@owwa.gov.ph					
<ol> <li>Entries r</li> <li>Bidders</li> <li>Bidders</li> <li>Bidders</li> <li>All quota the following</li> <li>F</li> <li>Item/s di</li> <li>Quoted</li> <li>Proposa</li> <li>Proposa</li> <li>Proposa</li> <li>Proce qu</li> <li>Use of r</li> <li>Calculated i</li> <li>The OV</li> </ol>	CONDITIONS must be typewritten / if handwritten, it must be clear and legible; must submit certificate of PHILGEPS Registration; must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); tion can be submitted through the following means: a) in a SEALED EN gri gri gridder's Company Name PHILGEPS Reference No. Project Title/Name R No. elivered must have warranties for unit replacements, parts, labor or other prices must be inclusive of taxes and shall not exceed the Approved Bud V[Duotation submitted without signature of the authorized signatory shall V[Bid modifications submitted beyond the scheduled deadline shall not boted/ submitted on the deadline shall be considered as final and unaltera and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 00 WWA reserves the right to accept or reject any bid, to annul the bidding p le affected bidder or bidders.	services; get for the C not be accept considered ble; thod in case 3-2005;	Contract (ABC pted; ; of two or more	); re bidders determined	and declared as th	e Lowest
	*****			000000000000000000000000000000000000000	000000000000000000000000000000000000000	x

DELIVERY: Nine (9) months upon receipt of Contract/NTP

TERMS OF PAYMENT: Monthly payment, fifteen (15) days from recept of billing statement

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

FM-OWWA 07-02.02

# **TERMS OF REFERENCE**

ñ.

PROCUREMENT OF LEASE OF PARKING SPACE FOR OWWA SERVICE VEHICLES, CLIENTS AND EMPLOYEES OF AT LEAST ONE HUNDRED (100) SLOTS
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.
<ul> <li>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:</li> <li>A. Location and Site Condition</li> <li>1. Location: Within Two (2) kelometer 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</li> </ul>
<ul> <li>and properly installed d ainage system is in place. It must have an adequate and properly installed d ainage 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 two (2) buses 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 deter r ination of monthly rental rate.</li> <li><b>B.Neighborhood Data</b></li> </ul>
<ul> <li>1. Prevailing Rental Rate. P operty's rental rate must not be more than Four Hundred Thousand Pesos only (Php400,000.00) per month (inclusive of VAT);</li> <li>2. Adverse Influence. The p operty must be free from informal settlers</li> </ul>
<ul> <li>within a radius of five (5) nundred 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> </ul>
C.Parking Space
1. Space Requirements.
a. The parking space shall be cemented with perimeter fence and
<ul> <li>readily available for occupancy.</li> <li>b. The leasable space rust be adequate for the OWWA's area requirement of at leas: One (1) Hundred Slots (approximate size of 2.5m x 5.0m per slot equivalent to 2,250sqm) with access leading to and from the perking area for maneuvering enough to accommodate one hundred service vehicle including two (2) bus and two (2) coasters.</li> </ul>

and a second		7					
D. Other Requirements. 1. Provision for Agency Signage;							
	pro	<ol> <li>Provision for submeter to be used for reading of electricity usage to be provided by by OWWA upon request;</li> </ol>					
		perly Maintained; and e and secured.	5				
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 ten (5) years.						
IV. CONTRACT DURATION	The Lease Term shall be for a period of Nine (9) months with a guaranteed parking from Mondays to Sundays (24hrs).						
	conditio Value at	ase may be renewed for another term with the same terms and ons of the prevailing lease, which shall be based on Fair Market at the time of the negotiations. Fair Market Value shall be defined prevailing rate for rent and escalation at the comparable spaces in ea.					
/. APPROVED BUDGET FOR THE CONTRACT	The total Approved Budget for the Contract (ABC) for this procurement is Three Million Six Hundred Five Thousand Seven Hundred Twenty pesos & 25/100 (P3,605,720.25), 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 EVALUATIONThe bidder shall be evaluated in accordance with the Guidelines for Lease 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.						
Prepared By:	/	Recommending Approval:	Certified Funds Available:				
JUAN M. PARCO Officer-in-Charg Engineering and Genera	e	EMMA V. SINCLAIR Deputy Administrator for Amm Administration and Fund Management	MARIA GIEZL T. LANUZA OIC-Chief Accounting Division				
Division		Approved by:	Amount . P 3, 405, 720.25				
		Mr					
		ARNALDO A. IGNACIÓ Administrator 1					
			OBN: 2025-02-261				

OBN: 2025 - 02-261