

**REQUEST FOR QUOTATION**  
**Lease of Office Space in Dinalupihan, Bataan**  
**for BCDA SCRП Site Office**

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY** (hereinafter referred to as **BCDA**) through the General Appropriations Act (GAA) 2019 intends to apply the sum of **Four Hundred Twenty Thousand Pesos (Php420,000.00)** being the Approved Budget for the Contract (ABC) representing six months rent, three (3) months advance and three (3) months security deposit **inclusive of VAT** and all other applicable government taxes, fees and other charges, to payments under the contract for **Lease of Office Space for BCDA SCRП (Subic Clark Railway Project) site office** for one year. Bids received in excess of the ABC for each lot shall be automatically rejected on bid opening.
2. The BCDA now invites legally, technically and financially capable bidders (lessors) to submit for the Lease of Office Space in Dinalupihan, Bataan for BCDA SCRП for one year.
3. Procurement process shall be conducted through Negotiated Procurement in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act” subject to Annex “H” of the same.
4. Interested bidders may obtain further information from BCDA at the address given below during business hours from 8:00 AM – 5:00 PM.
5. Bidders shall submit its bid containing the original, certified true copy, or photocopy signed by the bidder of the following documents:
  - a. Price Quotation Form (“Annex A”)
  - b. Omnibus Sworn Statement (“Annex B”)
  - c. PhilGEPS Registration Number
  - d. Valid Mayor’s /Business Permit
  - e. SEC or DTI Registration
  - f. Vicinity Map showing the location of the building
  - g. Floor plans showing total leased area

Absence of any documentary requirement enumerated herein shall disqualify the bidder.

6. Bids shall be placed in a sealed envelope marked “**Lease of Office Space in Dinalupihan, Bataan for BCDA SCRП Site Office**”.

The envelope shall:

- a. Contain the name of the project “LEASE OF OFFICE SPACE IN DINALUPIHAN, BATAAN FOR BCDA SCRP SITE OFFICE”;
- b. Bear the name, address and contact number of the Bidder;
- c. Addressed to the ”Administrative Division, Subic-Clark Railway Project”
- d. Bear a warning “DO NOT OPEN BEFORE 17 DECEMBER, 2019 at 5:00PM.”

Bids must be duly received by the CRRA (Central Receiving and Releasing Area) at the address below on or before **17 December (Tue) at 5:00 PM**. Bidders who wish to submit their bids before the deadline may submit the same to the Administrative Division, Subic-Clark Railway Project, Bases Conversion and Development Authority, 9F One West Aeropark Bldg. Clark Freeport Zone, Pampanga. Late bids shall not be accepted.

The Bids shall be opened to determine the Single/Lowest Calculated Bid (SCB/LCB). The SCB/LCB shall only be based on the monthly rental rate offered. Bids received containing monthly rental in excess of **Four Hundred Twenty Thousand Pesos (Php420,000.00)** shall be automatically rejected.

The real property being offered by the Bidder with the LCB/SCB shall be rated in accordance with the Technical Specifications (Appendix A). Ocular inspection of the leased premises will be conducted to verify and ascertain the offer and statements made by the bidder with the Lowest Calculated Bid.

The SCB/LCB which scored at least eighty percent (80%) pursuant to the Table of Rating Factors for Lease of Real Property included herein will be considered as responsive and reasonable and shall be declared as the **Lowest Calculated and Responsive Bid (LCRB)**.

7. The BCDA 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

Ms. Leonor M. Rivera  
Procurement Officer  
BCDA- SCRP  
Tel No. 045-4998617

**Date of Posting:**

11 December 2019

**TECHNICAL SPECIFICATIONS  
FOR THE LEASE OF OFFICE SPACE FOR  
BCDA SUBIC-CLARK RAILWAY PROJECT SITE OFFICE**

**OVERVIEW**

The Bases Conversion and Development Authority (BCDA) is looking for an office space in the Municipality of Dinalupihan, Bataan to be utilized for Right Of Way (ROW) acquisition activities for the construction of the Subic-Clark Railway Project (SCRP) with the following detailed requirements in compliance with R.A. 9184 (Government Procurement Reform Act).

**I. Location and Site Condition**

1. Accessibility:
  1. The location must be within the Municipality of Dinalupihan, Bataan.
  2. Close proximity to national road and public transportations.
  3. The building should allow for comfortable entrance/exit to and from the building by staff, clients and service providers.
  4. The building must make provision for access control which must be accessible to both staff and suppliers.
2. Topography and Drainage: The property must have an adequate and properly installed drainage system. The building should be located on 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 three (3) parking slots, which shall be included in the rental cost, for the exclusive use of the project service vehicles, employees, clients and visitors. Preferably, the parking spaces are secured, and within or adjacent to the building.
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 more than **Php35,000.00** per month, inclusive of CUSA, parking fee, 12% VAT and all other applicable 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 building.
5. Police and Fire Station: The property must be located nearby to police station 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 with at least one hundred (100) square meters consisting of at least three (3) rooms, two (2) comfort rooms and a pantry. The leased premises must have a ceiling, flooring, electrical, plumbing and sanitation and air-conditioning system.
  - 2.3 Circulation: Overall movement 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 to 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.
    - 4.1.3 Provision for agency signage
  - 4.2 Building Aesthetics: Nice elevation, glass windows, natural light and ventilation.

### **IV. Free Services and Facilities:**

1. Janitorial and Security: The building has janitorial services for maintenance of common areas and regular garbage disposal system.
2. Air Conditioning: The building owner shall undertake the repair of air-conditioning units, as may be necessary.
3. Repair and maintenance: The building owner shall undertake the repair of the water pipes and drainage, electrical fixtures and back-up power, as may be necessary.
4. Secured parking space: The building must have a CCTV System and adequate security personnel manning the parking space.

**V. QUALIFICATION**

The Lessor must be duly licensed to engage in leasing and operating real property.

**VI. DURATION OF THE CONTRACT**

The lease term shall be for a period of one (1) year. Lessee is hereby given an option to renew for an additional term of 12 months by giving Lessor written notice on or before the Thirty (30) days before the expiration of the primary term of the lease. The renewal lease is to be upon the same terms and conditions of the prevailing lease subject to the agreement of the parties and in compliance with the requirements of existing laws, rules and regulations.

**VII. PAYMENT OF CONTRACT**

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

Prepared by:

**RAMIL A. CRUZ**  
PMO-IV, SCRP

Recommended by:

**REY S. LIM**  
Project Manager, SCRP

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

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

	<b>RATING FACTORS</b>	<b>WEIGHT</b>	<b>RATING</b>
<b>I</b>	<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>	
<b>II</b>	<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>	
<b>III</b>	<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>	
<b>IV</b>	<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>	
<b>I</b>	<b>Location and Site Condition</b>	x (0.30) =	
<b>II</b>	<b>Neighborhood Data</b>	x (0.20) =	
<b>III</b>	<b>Real Estate</b>	x (0.40) =	
<b>IV</b>	<b>Free Services and Facilities</b>	x (0.10) =	
	<b>FACTOR VALUE</b>		

Prepared by:

**RAMIL A. CRUZ**  
PMO-IV, SCRP

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

Quotation Number: \_\_\_\_\_

**To: BASES CONVERSION AND DEVELOPMENT AUTHORITY**

Gentlemen:

After having carefully read and accepted the terms and conditions stated in the Request For Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	QUANTITY (in months)	UNIT COST	TOTAL
ADVANCE RENT	3		
SECURITY DEPOSIT	3		
MONTHLY RENT	1		

**TOTAL**                      \_\_\_\_\_

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER'S OFFER
RENTAL RATE, inclusive of other charges, and VAT	Php _____ / month
Total Area (in square meters and must state the number of floors)	_____ sqm; _____ floor/s

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may deceive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Lease of Office Space for BCDA SCRP Site Office from December 2019 to November 2020, of the Bases Conversion and Development Authority. Attached herewith is the written authority issued by the Name of Bidder.

We acknowledge that failure to sign each and every page of this Price Quotation Form shall be ground for the rejection of our bid.



Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
(signature)  
(in the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_