

**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 as amended by RA11464 intends to apply the sum of **Five Hundred Four Thousand Pesos (Php504,000.00)** being the Approved Budget for the Contract (ABC) representing one year rent, two (2) months advance and one (1) month 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. Bidders shall submit on the address below or email its bid with the following documents:
  - a. Price Quotation Form (“Annex A”)
  - b. PhilGEPS Registration Number
  - c. Valid Mayor’s / Business Permit
  - d. Income or Business Tax Returns
  - e. Vicinity Map showing the location of the building

Bids received containing monthly rental in excess of **Five Hundred Four Thousand Pesos (Php504,000.00)** 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)**.

5. 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.

**Date of Posting:**

October 2020

BCDA-SCRIP

9F One West Aeropark Bldg.

Clark Freeport Zone, CGC

Mabalacat, Pampanga

**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, sgd**

Engineer IV/ Sr. Environmental Officer

Approved by:

**REY S. LIM, sgd**

Project Manager, SCRP

**PRICE QUOTATION FORM**

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

**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:

<b>DESCRIPTION</b>	<b>QUANTITY (in months)</b>	<b>UNIT COST</b>	<b>TOTAL</b>
ADVANCE RENT	<b>2</b>		
SECURITY DEPOSIT	<b>1</b>		
MONTHLY RENT	<b>1</b>		

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

The following forms part of our offer:

<b>ITEM DESCRIPTION</b>	<b>BIDDER'S OFFER</b>
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 receive.

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 2020 to November 2021, 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 \_\_\_\_\_ 2020.

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

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