



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

National Capital Region

## REQUEST FOR QUOTATION

The Philippine Statistics Authority – RSSO NCR, through its Regional Office Bids and Awards Committee (ROBAC), invites interested parties to submit quotation for the Negotiated Procurement of Lease of Office Space for PSA NCR IV 2020 CPH Data Processing Center and Census Headquarters, in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184 and GPPB Implementing Guidelines for Lease of Privately-Owned Real Estate & Venue. The details of the project are as follows:

Name of Project : Ten (10) Months Lease of Office Space for  
PSA NCR IV 2020 CPH Data Processing Center  
Location : near the NCR IV Provincial Statistics Office (Caloocan City)  
Approved Budget for the Contract: One Million Two Hundred Thousand Pesos  
Only (Php 1,200,000.00)  
Contract Duration: 01 March 2020 to 31 December 2020

Submission of quotation and eligibility documents is on or before February 27, 2020 10:00 a.m., at

ROBAC Chairperson  
Philippine Statistics Authority  
National Capital Region  
9/F EDSA Grand Residences, 75 Corregidor St., Corner EDSA  
Bago Bantay, Quezon City

Attached is our minimum technical requirements for the lease of office space.

The PSA NCR reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may contact us at Tel No (632) 781-7102, (632) 781-7196 or email us at [psa.ncr.crasd@gmail.com](mailto:psa.ncr.crasd@gmail.com).

Very truly yours,

  
**MS. MARILYN P. VERGARA**  
ROBAC CHAIRPERSON

## TECHNICAL SPECIFICATIONS

### A. LOCATION

The location of the office space to be leased must be near the NCR IV Provincial Statistics Office in Caloocan City. The proposed office space should be accessible to the commuting public.

### B. SPACE REQUIREMENTS

The total office space requirements (usable) should be at least Three Hundred Square Meters (300 sq.m).

The floor level of offered space must be located higher than the road level. Office space located above three (3) floors must have a service elevator/escalator.

### C. BUILDING EQUIPMENT AND FACILITIES

Office building shall be made of reinforced concrete, structural steel or combination of both.

The building must have the following facilities / amenities, viz:

1. Main meter or sub meter for electric and water supply for the use of the lessee;
2. Sufficient electrical fixtures, lighting fixtures and convenience outlets.
3. Fire / emergency exits; preferably has Fire alarm / detection system.
4. Electrical facilities requirements include;
  - a. With sufficient electrical outlets (i.e. for computers, scanners and other office equipment);
  - b. Electric power connection and all electrical components within the space shall meet the electrical load requirements provided for by PSA - NCR PO IV;
5. There should be provision for internet/telephone connections.
6. With toilet facilities and sufficient water supply.
7. With existing airconditioning units to be used.
8. With proper ventilation;
9. The office space is ready for occupancy, requires no or minor renovation.
10. PSA – NCR PO IV should be allowed to demolish/chip portion of walls and floors for the installation of office equipments;

#### **D. I.T. REQUIREMENTS**

The building must have the following:

1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. The ceiling must have removable / detachable board for the installation of network cables, or availability of sufficient ceiling space / board breaks to install network cable wiring harness; and
3. With facility of cable entry (service entrance) for the possible installation of network cables from telecommunications companies.

#### **E. TERM OF LEASE**

The basic term of lease of contract shall be for a period of Ten (10) Months commencing on 01 March 2020 to 31 December 2020.

#### **F. DOCUMENTARY REQUIREMENTS**

1. Licences/Permits: Mayor's/Business Permit, Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary
2. PhilGEPS Registration Number
3. Income/Business Tax Return

#### **G. OTHER PROVISION THAT SHALL BE INCLUDED IN THE CONTRACT**

1. The lessor shall apply pest control and rodent control on all areas occupied by Philippine Statistics Authority NCR PO IV before start of the lease and at least once every six (6) months.
2. Any movable structures installed by Philippine Statistics Authority NCR PO IV may be removed if the office space is vacated.
3. A moving in and moving out period of at least seven (7) days each or a total of fourteen (14) days without rental charges shall be allowed by the LESSOR to the LESSEE.