

**Department of Tourism – Region 3**

**Unit K, L, M, Former Clark Hauz Holding Corp. Along M. A. Roxas Hi-Way, Clark Freeport Zone, Philippines**

**REQUEST FOR QUOTATION**

The Department of Tourism – Region 3, Unit K, L, M, Former Clark Hauz Holding Corp. Along M. A. Roxas Hi-Way, Clark Freeport Zone, Philippines, through its Bid and Awards Committee (BAC), will undertake a Negotiated Procurement – Small Value Procurement for theOFFICE LEASE FOR THE DEPARTMENT OF TOURISM CENTRAL LUZON REGIONAL OFFICEin accordance with Section 53.9 of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

**Name of Project :** **OFFICE LEASE FOR THE DEPARTMENT OF TOURISM CENTRAL LUZON REGIONAL OFFICE**

**Location :** Clark Freeport Zone, Pampanga

**Brief Description :** This project aims to provide a more conducive work place for the Department of Tourism Region 3 staff and a strategic location for the agency’s stakeholders.

1. **General Conditions**
   1. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
   2. Price quotation/s must be denominated in Philippine Peso (PhP) and already inclusive of taxes, duties and/or levies payable;
   3. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected;
   4. Award of contract shall be made to the lowest calculated and responsive quotation which complies with the technical specifications and other terms and conditions stated herein as determined during the post-qualification procedure;
   5. The goods shall be delivered according to the requirements specified in the technical specifications;
   6. The DOT 3 shall have the right to conduct the necessary inspection and verification of the good/s to confirm its/their conformity to the technical specifications;
   7. Should two (2) or more lessors be determined and declared as the lowest calculated quotation/ lowest calculated and responsive quotation (LCRQ), DOT 3 shall adopt a non- discretionary and non-discriminatory tie-breaking method in accordance with the Government Procurement Policy Board Circular 06-2005 dated 5 August 2005;
   8. Payment shall be made upon the submission of the required supporting documents (i.e. order slip and/or billing statement) by the lessor; and
   9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. DOT 3 shall rescind the contract once the cumulative number of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies available.
2. **Technical Specifications**

DOT 3 is looking for building/ property with the following specifications:

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| --- | --- | --- |
| Item | Specifications | Statement of Compliance |
| A. | **Location and Site Condition**   1. **Accessibility-** must have a direct public transport from Clark Main gate and within 10km radius from the Clark International Airport 2. **Topography and Drainage-** road towards the property must be in good condition and is not located in a flood-prone area 3. **Sidewalk and Waiting Shed-** must be in good condition and have at least 1-minute walk from the property 4. **Parking Space-** must have an ample parking space available for DOT 3 employees for at least 10 vehicles 5. **Economic Potential-** must be located in a commercial or business district and/or classified as mixed use (office, commercial, business). 6. **Land Classification, Utilization and Assessment-** must be classified as an urban area or built-up |  |
| B | **Neighborhood Data**   1. **Prevailing Rental Rate-** monthly rental must not exceed **One Hundred Thirty-Six Thousand Six Hundred Twenty Pesos (Php136,620.00)** inclusive of parking space, VAT and all other taxes, fees and charges. Total advance deposit must not exceed the monthly rate of six (6) months. 2. **Sanitation and Health Condition-** must be located in a sanitary and healthy environment. It must have proper garbage facilities and must comply with the health and sanitation standards required under the Sanitation Code of the Philippines as well as the IATF Guidelines for the Management of Emerging Infectious Disease such as COVID-19. 3. **Adverse Influence-** must be free from informal settlers within a radius of 1000 meters. 4. **Property Utilization-** property must have an estimated utilization rate of at least 60% 5. **Police and Fire Station-** must be located within the 4km radius from the property 6. **Cafeterias-** Adequate food establishments/eateries/cafeterias/restaurants must be within the close proximity of the property. 7. **Banking/ Postal/ Telecom-** must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity. 8. **Other Services-** must be accessible to government and health service centers. |  |
| C | **Real Property**   1. **Structural Condition-** must be designed in compliance with the Building Code of the Philippines and the structure must be well-maintained. 2. **Functionality-**     1. **Space Requirements-** must not be below one hundred eighty (180) square meters.    2. **Module-** must have the following minimum specifications upon turn-over:  * Warm Shell property requirements (finished flooring, walls and ceiling) * Complete air-conditioning system * Standard fire protection system   1. **Light and Ventilation-** common areas must have proper lighting and ventilation system  1. **Facilities-** must have the following amenities:  * Main meter for the electrical and water supply exclusively for the use of the DOT 3; * Sufficient electrical and lighting fixtures and convenience outlets including provisions for electrical system (single phase and three phases) for the air-conditioning * Sufficient water supply within the building for all the tenants; * Provision of elevator/s for tenants (if applicable) * Fire alarm/detection system, fire-fighting equipment and fire/emergency exits, as provided by laws; * Provision of common comfort rooms (CR) with lavatories, mirrors and exhaust fans for DOT 3 employees and clientele/stakeholders/visitors; * Preferably with an area readied for the construction of exclusive comfort rooms for DOT 3 employees within the square-meter requirement |  |
| D. | **Duration of the Contract**  The lease shall be for a period of twelve (12) months commencing from January 16, 2022 – December 31, 2022 (to be adjusted according to the remaining period).  The lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market Value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area. |  |

Note: Bidders must state either “Comply” or Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specification”, stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

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Name of Company/Bidder or Signature over Printed Name of Bidder Date

Representative

1. Specific Terms and Conditions
   1. Delivery Period – Seven (7) calendar days from the Notice to Proceed.
   2. Payment Terms – A monthly payment of lease in the amount of **One Hundred Thirty-Six Thousand Six Hundred Twenty Pesos (Php136,620.00)** inclusive of all government taxes, other fees and charges shall be made within thirty (30) days from receipt of billing statement.
2. **Approved Budget of Contract** - The ABC is Two Million Four Hundred Fifty Nine Thousand One Hundred Sixty Pesos (Php 2,459,160.00) inclusive of government taxes, other fees and charges
3. **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 Revised Implementing Rules and Regulations of Republic Act No 9184.

1. **Documentary Requirements**

For purposes of determining the eligibility of lessors, the prospective lessor/s shall submit in a sealed envelope on or before 10 December 2021(Friday) at ten o’clock in the morning (10:00A.M.). Late submission shall not be accepted*.* Copy/ies of the following documents shall be submitted:

1. PhilGEPS Registration Certificate/Number;
2. Mayor’s/Business Permit (if recently expired, submit certified true copy of the official receipt as proof that it has applied for renewal);
3. Income /Business Tax Return duly stamped received by the BIR;
4. Duly Notarized Omnibus Sworn Certificate Please use the revised template found at this link: https://www.gppb.gov.ph/downloadables.php (original must be submitted); and
5. Technical and Financial Proposal.

However, item (b) of the above documentary requirements may be dispensed should the prospective lessor submit its PhilGEPS Platinum Registration and Membership.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the proponents for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The “No Contact Rule” shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the eligibility and quotation documents.

The *Department of Tourism* *–* *Region 3* hereby 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 call the BAC Secretariat at telephone no. (045) 458-2358.

Contact Person/Project Officer:

CHRISELLE MAY S. YAMBAO

cmsyambao@tourism.gov.ph

Very truly yours,

*BAC*

**FINANCIAL PROPOSAL SUBMISSION SHEET**

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

The Chairperson

Bids and Awards Committee

*Agency name and address*

Sir /Madam:

After having carefully read and accepted the terms and conditions in your Request for Quotation, hereunder is our quotation for the **OFFICE LEASE FOR THE DEPARTMENT OF TOURISM CENTRAL LUZON REGIONAL OFFICE**

Very truly yours,

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Name of Company

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Name/Signature of Representative

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Date