

Date: 24 June 2013

REQUEST FOR QUOTATION

(LEASE CONTRACT FOR OFFICE SPACE FOR OFFICE OF SENATOR SERGIO OSMEÑA III LOCATED AT MAKATI CITY)

The **SENATE OF THE PHILIPPINES - OFFICE OF SENATOR SERGIO OSMEÑA III**, hereinafter referred to as the "Lessee", invite interested parties to submit quotation for lease of Extension Office through Negotiated Procurement/Lease of Real Property (Sec. 53.10, IRR of R.A. No. 9184) with Approved Budget for the Contract (ABC) of **One Hundred Seventy Eight Thousand Nine Hundred Thirty Five Pesos (₱ 178,935.00) per month.**

DELIVERABLES:

A. Location:

The location of the office to be leased must be located in Makati City. The proposed office space should be accessible to the commuting public.

B. Space Requirements

The total space requirement is at least Two hundred eighty (280) square meters.

The floor level of offered space must be located higher than the ground/road level.

Proposed area located at the second (2nd) floor and above must be adequately provided/serviced by escalators and/or elevator/s.

C. Parking Requirements

The lessor shall provide at least three (3) parking slots for the exclusive use of the office vehicles, employees, clients and visitors of the Office of Senator Osmena aside from non-exclusive privilege to use common parking space/area.

D. Building Equipment and Facilities

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

The building must have the following facilities/amenities:

1. Sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be a provision for electrical system for air conditioning units and other office equipment to be installed;
2. The building must have sufficient provision for the installation of air-conditioning system;
3. Fire/emergency exits; Fire alarm/detection system;
4. Electrical facilities/Requirements:
 - a. With electric power connection and own meter capable of handling at least 50 kw power requirement;
 - b. All electrical fixtures, convenience outlets, switches, and telephone jacks/terminals shall be in good working condition;
 - c. Building has a stand-by generator of at least 40 KVA power capacity to keep the lights, desktop PCs and printers of the Office operational during power outages;
5. There should be ample provisions for communication lines/system;
6. Provision for rest rooms with lavatory, mirror, exhaust fan, one (1) for male and another for female aside from a rest room for the personal use of Senator Osmeña;

E. I.T. Requirements

The building must have the following:

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

F. Term of Lease

The term of lease contract shall be for a period of at least three (3) years.

G. Documentary Requirements

1. Licenses/Permits: Occupancy, Fire, Electrical, Mechanical and Sanitary;
2. Floor Plan, Electrical Plan (as Built), Sanitary Plan (as Built).

H. Other Provisions that shall be included in the Contract

1. Maximum of two (2) months security deposit;
2. No advance rental requirement;
3. Office/division partitioning to be done by the Lessor;
4. Lessor to undertake repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/systems and other natural or man-made calamities.
5. Lessee allowed to install additional rest rooms and other fixtures for electric, water, telephone fixtures or facilities;
6. Lessor to provide janitorial services for common areas;

7. Movable structures installed by the Lessee may be removed by Lessee if office space is vacated;
8. Lessor to provide pest and rodent control services;
9. Lessor to provide security guards for building and building parking area.

I. Approved Budget: Monthly Rent of not more than One Hundred Seventy Eight Thousand Nine Hundred Thirty Five Pesos (₱ 178,935.00).

SENATE OF THE PHILIPPINES- OFFICE OF SENATOR SERGIO OSMEÑA III now invites legally, technically, and financially capable suppliers to submit quotations for a Lease Contract for Office Space for the Office of Senator Sergio Osmeña III located at Makati City presented above.

Procurement process shall be conducted through Negotiated Procurement in accordance with Sec. 53.10 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the "Government Procurement Reform Act," subject to terms and conditions stipulated in the GPPB Resolution No. 08-2009 (Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue)

Questions/proposals and documentary requirements, together with the Technical Specifications must be delivered/submitted to the address below on or before **September 20, 2013 at 5:00 p.m.** Late proposals shall not be accepted.

The SENATE OF THE PHILIPPINES – OFFICE OF SENATOR SERGIO OSMEÑA III reserves the right to accept or reject any quotation/proposal, and to annul the procurement process and reject all quotations/proposals at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders. The SENATE OF THE PHILIPPINES – OFFICE OF SENATOR SERGIO OSMEÑA III also reserves the right to waive any required formality in the proposals received. And select the proposal which it determines to be the most advantageous to the government.