

11 November 2014

## REQUEST FOR QUOTATION

### LEASE CONTRACT FOR OFFICE SPACE FOR THE OFFICE OF SENATOR MIRIAM DEFENSOR SANTIAGO LOCATED AT QUEZON CITY

The SENATE OF THE PHILIPPINES - OFFICE OF SENATOR MIRIAM DEFENSOR SANTIAGO, 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 RA No. 9184) with Approved Budget for the Contract (ABC) of One Hundred Twenty Thousand Pesos (PHP 120,000.00) per month.

#### **DELIVERABLES:**

##### **A. Location:**

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

##### **B. Space Requirements**

The total space requirement is at least four hundred (400) square meters.

Proposed area located at the third (3rd) floor and above must be adequately serviced by elevator/s.

##### **C. Parking Requirements**

The lessor shall provide at least five (5) parking slots for the exclusive use of the office vehicles, employees, clients and visitors of the Office of Senator

Miriam Defensor Santiago 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, terminal shall be in good working condition;
  - c. Building has stand by generator of least 40 KVA power capacity to keep lights, desktop, PCs and printers of the Office operational during the power outages;
5. There should be ample provisions for communication line/system;
6. Provision for restrooms with lavatory, mirror, exhaust fan , one (1) for male and another for female aside from the restroom for the personal use of Senator Miriam Defensor Santiago;

#### **E. I.T. Requirements**

The building must have the following:

1. Provisions/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 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 two (2) years.

**G. Documentary Requirements**

1. License/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 requirements;
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 man-made calamities.
5. Lessee allowed installing additional rest rooms and other fixtures for electrical, water, telephone fixtures or facilities;
6. Lessor provides 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 the 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 TWENTY THOUSAND PESOS (PHP 120,000.00)

SENATE OF THE PHILLIPPINES – OFFICE OF SENATOR MIRIAM DEFENSOR SANTIAGO now invites legally, technically, and financially capable suppliers to submit quotations for a Lease Contract for Office Space for the Office of Senator Miriam Defensor Santiago located at West Triangle, Quezon City presented above.

Procurement process shall be conducted through a Negotiated Procurement in accordance with Sec. 53.10 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 1984), otherwise known as the “Government Procurement Reform Act,” subjects to terms and conditions stipulated in the GPPB Resolution No. 08-2009 (Implementing Guidelines for Lease of Privately- Owned Real State and Venue)

Proposals and documentary requirements, together with the Technical Specifications must be delivered/submitted to the address below on or before 19 November 2014 at 5:00 PM late proposals shall not be accepted.

The SENATE OF THE PHILLIPPINES – OFFICE OF SENATOR MIRIAM DEFENSOR SANTIAGO reserves the right to accept or reject any quotation/proposals, and to annul the procurement process and reject all quotation/proposals at any time prior to Contract award, without thereby incurring any liability to the effected bidder or bidders. The SENATE OF THE PHILIPPINES - OFFICE OF SENATOR MIRIAM DEFENSOR SANTIAGO also reserves the right to waive any required formality in the proposals received and select the proposal which determines to be the most advantageous to the government.