



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

## **REQUEST FOR QUOTATION**

*Lease of Privately-Owned Real Property<sup>1</sup>*

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of 2020 intends to apply the sum of **Twenty-Eight Million Four Hundred Thirty-Five Thousand Two Hundred Forty-Two Pesos (PHP28,435,242.00)**,<sup>2</sup> being the Approved Budget for the Contract (ABC), to payments under the contract for:

### **LEASE OF OFFICE SPACE FOR THE PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE (CONTRACT NO. 2021-PCOO-I-002)**

2. The PCOO now requests for the submission of SEALED PRICE QUOTATION, using a password-protected PDF file, for the lease of real property within Three (3) kilometer radius to and from Malacañang Complex to be submitted to the PCOO Bids and Awards Committee Secretariat at **bac1@pco.gov.ph** on or before **12 May 2021 (Wednesday), 5:00 PM.**
3. The real property offered shall be rated based on its compliance rating with the Technical Specifications that will be hereinafter discussed in Annex A. The reasonableness of the price quotation shall be determined in accordance with the following methodology:

~~[ ] OBSERVED DEPRECIATION / [ ] STRAIGHT LINE DEPRECIATION /~~ [ **X** ] COMPARISON MARKET PRICE ANALYSIS

4. Interested Lessors are directed to submit the following Legal Documents as part of their submitted quotations:
  - a. Mayor's/Business Permit;
  - b. PhilGEPS Registration Number;
  - c. Omnibus Sworn Statement (Annex B);
  - d. Income/Business Tax Return; and
  - e. BIR Form 2303 (Certificate of Registration).

---

<sup>1</sup> Guideline V(D)(9), Appendix A, and Appendix B of Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR).

<sup>2</sup> Sourced from the continuing appropriations of the 2020 GAA; this ABC of PHP28,435,242.00 includes the Security Deposit. The Lease Contract will indicate the Security Deposit as separate from the total rent for the contract duration.

5. For further information, please refer to:

**ATTY. MARK WAYNE E. EUBANK**  
 Head, Bids and Awards Committee  
 Office of the Bids and Awards Committee Secretariat  
 Basement Level, New Executive Building  
 Malacañang Complex, Manila  
 Phone No.: +63 917 7178213  
 E-mail Address: [bacl@pco.gov.ph](mailto:bacl@pco.gov.ph)  
 Website: [pcoo.gov.ph](http://pcoo.gov.ph)

---

**TECHNICAL SPECIFICATIONS**

*Note: indicate the word “comply” on the rows under the “Statement of Compliance” column, as applicable*

<b>MINIMUM SPECIFICATIONS</b> (unless otherwise specified)	<b>STATEMENT OF COMPLIANCE</b>
<b>Availability</b>	
Ready for occupancy on 01 June 2021	
Accommodation/duration: seven (7)-month Contract with possibility of renewal subject to favorable evaluation of PCOO	
<b>Location and Site Condition</b>	
a) Three (3)-kilometer radius to and from Malacanang Complex	
b) Accessibility: must be accessible directly from the main thoroughfare, and public transport facilities should be available	
c) Topography and Drainage: the property shall be in an area where at least a 1.5-meter standard storm drainage system is in place	
with adequate and properly installed drainage	

system; and	
with adequate measures / contingencies against flood.	
d) Secured Parking Space - parking space for at least twenty-five (25) 4-wheeled vehicles and at least ten (10) motorcycles.	
<b>Neighborhood data</b>	
a) Sanitation and Health condition - proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines	
b) Property Utilization -the property can be used as an office space for a national government agency	
<b>Real Property</b>	
a) Structural Condition: the building is made of reinforced concrete, structural steel or combination of both and is designed in compliance with the latest Building Code of the Philippines and National Structural Code of the Philippines	
b) Functionality:	
Space Requirements: the building's leasable spaces must be at least 3,500 square meters;	
Room Arrangement: standard finish and must be able to accommodate modular type arrangement; and	
Light and Ventilation: all areas of the building must have proper lighting and ventilation	
c) Facilities:	
Main meter and/or sub-meter for electrical and water supply exclusively for the use of PCOO;	
Available electrical fixtures, lighting fixtures, convenience outlets, switches, and telephone jacks/terminals - all in good working condition;	

Provisions for electrical system (single-phase and three-phase) for air-conditioning units and other office equipment to be installed;	
Uninterrupted supply of potable water within the building for the use of PCOO;	
At least one (1) fully operational service elevator and minimum of one (1) 24/7 accessible passenger elevators for the PCOO personnel and its client and visitors, if leasable space is located higher than the ground/road level;	
Fire alarm/ detection system, fire-fighting equipment, and fire/ emergency exits;	
Minimum of 30% backup electricity using Generator to power up Server, Lightings, and other important electrical equipment during power interruptions.	
100% backup electricity for Common Areas	
Minimum of ten (10) male water closet; sixteen (16) female water closet; sixteen (16) urinals, twelve (12) lavatories, with mirrors and exhaust fans, for the use of PCOO employees and Clients/Visitors; and at least one (1) water closet; with lavatory, mirror, and exhaust fan, for PWD, per leased floor.	
CCTV Cameras installed in the common areas in and around the building	
d) IT Requirements:	
Ceiling with removable/ detachable acoustic board for the installation of network cables, or availability of sufficient ceiling space/ board breaks to install network cables and wiring harness;	
Available internet Service Provider (ISP) Fiber Optic Connection (FOC) in the vicinity or area of the leased premises	
Provision for a Server Room with an area or dimension of at least "4 in X 4 in" or (16m2)	

Open for installation of structured cabling for the data, voice, CCTV cameras, and Server Room during renovation or ahead of the move in date	
Facility for cable entry (service entrance) for possible installation of cables from telecommunications Companies;	
Access to the building/ electrical room / main distribution frame for any IT troubleshooting.	
Other Requirements:	
Available executive lounge or function room for receiving guests	
Provision for agency signage outside the building and in every floor, as applicable	
Semi-furnished: with tables, chairs, cubicles or dividers	
Must be compliant with Covid-19 protocols (prevention and control) set forth by the proper Government Agency/ies	
Building is open for renovations and improvement required by the PCOO	

**PRICE QUOTATION FORM**

NAME OF PROJECT : Lease of Property for the Office Space for the Presidential  
 Communications Operations Office

---

CONTRACT NO. : 2021-PCOO-1-002

---

APPROVED BUDGET : PHP 28, 435, 242.00

---

LESSOR :

---

*Note: Indicate “Not Applicable” on the cells below, as necessary*

<b>PRICE</b> (inclusive of all costs and applicable taxes)		
<b>Services</b>	<b>Monthly Rate</b>	<b>Total (for Seven [7] months)</b>
Office Space Rental		
Parking Slots Fee		
Common Use Service Area Fee		
Airconditioning Charges		
Advance Payment <sup>3</sup>		
Other Fees, as may be necessary:  _____		
(Fill out as needed)		
	<b>Total Contract Price (in words and figures)<sup>4</sup>:</b>	

<sup>3</sup> The sum of the **Security Deposit** and **Advance Payment** shall not exceed 50% of the total contract price, in accordance with Item 4.3, Annex “D,” 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184

<sup>4</sup> The sum of **Total Contract Price** and the **Security Deposit** shall not exceed the ABC of PHP 28,435,242.00

	<b>Monthly Rate (MR)</b>	<b>Total Security Deposit (MR X no. of months)</b>
Security Deposit <sup>5</sup> (shall not form part of the ABC and contract price)		

After careful review of this Request for Quotation, undersigned accepts its conditions and submits the above price quotation for the captioned procurement project.

NAME OF LESSOR : \_\_\_\_\_  
 SIGNATURE OVER PRINTED NAME : \_\_\_\_\_  
 DESIGNATION : \_\_\_\_\_  
 DATE : \_\_\_\_\_

---

<sup>5</sup> The sum of the **Security Deposit** and **Advance Payment** shall not exceed 50% of the total contract price, in accordance with Item 4.3, Annex “D,” 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184

**ANNEX “A”**

**TABLE OF RATING FACTORS  
 (TO BE FILLED OUT BY THE PCOO BAC TWG ONLY)**

NAME OF PROJECT : LEASE OF PROPERTY FOR THE OFFICE SPACE FOR THE  
 PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE

---

CONTRACT NO. : 2021-PCOO-1-002

---

PASSING RATE : 80%

---

LESSOR :

---

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>AVAILABILITY</b>		
	1. Occupancy	(50)	-----
	2. Accommodation/Duration	(50)	-----
		<b>100</b>	-----
<b>II.</b>	<b>LOCATION AND SITE CONDITION</b>		
	1. Kilometer Radius	(40)	-----
	2. Accessibility	(10)	-----
	3. Topography and Drainage:	(5)	-----
	a. Drainage System	(5)	-----
	b. Flood Prevention	(5)	-----
	4. Parking Space	(35)	-----
		<b>100</b>	-----



<b>III.</b>	<b>NEIGHBORHOOD DATA</b>		
	1. Sanitation and Health	(50)	-----
	2. Property Utilization	(50)	-----
		<b>100</b>	-----
<b>IV.</b>	<b>REAL PROPERTY</b>		
	1. Structural Condition	(8)	-----
	2. Functionality:		
	a. Space Requirements	(5)	-----
	b. Room Arrangement	(10)	-----
	c. Light and Ventilation	(5)	-----
	3. Facilities:		
	a. Main and Sub-Meter	(5)	-----
	b. Fixtures Availability	(2)	-----
	c. Provisions for Electrical System	(2)	-----
	d. Supply of Potable Water	(3)	-----
	e. Elevator	(5)	-----
	f. Fire Alarm	(3)	-----
	g. Backup Electricity	(5)	-----
	h. Backup Electricity Common Area	(5)	-----
	i. Water Closet	(5)	-----
	j. CCTV	(2)	-----
	4. IT Requirements:		
	a. Installation	(2)	-----
	b. Availability of ISP	(2)	-----

	c. Server Room	(2)	-----
	d. Availability for Renovation	(2)	-----
	e. Facility for Cable Entry	(2)	-----
	f. Accessibility for IT Troubleshooting	(2)	-----
	5. Other Requirements		
	a. Function Room	(5)	-----
	b. Agency Signage	(2)	-----
	c. Semi-furnished	(10)	-----
	d. Covid-19 Protocols	(3)	-----
	e. Availability for Renovation	(3)	-----
		<b>100</b>	-----

	<b>RATING FACTORS</b>	<b>WEIGHT (%)</b>	<b>RATING</b>
<b>I.</b>	<b>AVAILABILITY</b>	X (.05)	-----
<b>II.</b>	<b>LOCATION AND SITE CONDITION</b>	X (.20)	-----
<b>III.</b>	<b>NEIGHBORHOOD DATA</b>	X (.05)	-----
<b>IV.</b>	<b>REAL PROPERTY</b>	X (.70)	-----
<b>FACTOR VALUE</b>			

**ANNEX “B”**

**Omnibus Sworn Statement**  
*[shall be submitted with the Quotation]*

---

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted**

**person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 2021 at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*