



REPUBLIC OF THE PHILIPPINES

Office of the President

PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Princeton St. corner Shaw Boulevard,
Mandaluyong City 1552 www.pcsso.gov.ph



INVITATION TO ENGAGE IN NEGOTIATIONS AND REQUEST FOR SUBMISSION OF PRICE QUOTATIONS FOR THE PROCUREMENT OF THREE (3) YEAR LEASE OF OFFICE SPACES

Procurement of Leasable Office Space for the PCSO Main Office	Schedule of Payments	Approved Budget for the Contract in Pesos
	Year 1	102,650,574.00
	Year 2	107,783,106.00
	Year 3	113,172,264.00
	Total	323,605,944.00

1. The Philippine Charity Sweepstakes Office (PCSO), through its Bids and Awards Committee (BAC), intends to procure through Negotiated Procurement pursuant to Section 53.10 of the Implementing Rules and Regulations of R.A. 9184, Procurement of Leasable Office Space for the PCSO Main Office.
2. The Requests for Quotation with attached Technical and Financial Proposals shall be available during office hours from October 20, 2017 (Friday) up to 9:00 am of October 25, 2017 (Wednesday) at the BAC Office, located at the 3rd Floor, Conservatory Shaw Plaza Building, 605 Shaw Boulevard, Mandaluyong City.
3. Bidders/suppliers should submit their Sealed Requests for Quotation with attached Technical and Financial Proposals not later than 9:30 am of October 25, 2017 (Wednesday) to the BAC Office, together with the following documents:
 - a. Class "A" Documents (Legal Documents)
 - i. Registration certificate from SEC for corporations, DTI for sole proprietorship, or CDA for cooperatives.
 - ii. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone or Areas.
 - iii. Tax clearance per E.O. 398, S. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
 - iv. PhilGEPS Registration Number (Red Membership)

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Pursuant to GPPB Circular No. 07-2017 dated 31 July, 2017

- b. Certificate of Occupancy;
 - c. Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a JVA in the event of a contract award shall be grounds for the cancellation of the award.
 - d. Omnibus Sworn Statement as prescribed by the GPPB; and,
 - e. A duly notarized Secretary's Certificate (in case of corporation, partnership or joint venture) or a Special Power of Attorney (in case of sole proprietor) attesting that the signatory is the duly authorized and designated representative of the prospective bidder/supplier, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder/supplier in the procurement activity.
- 4. Opening of Sealed Requests for Quotation with attached Technical and Financial Proposals will be held on October 25, 2017 (Wednesday) at 10:00 am at the BAC Office.
 - 5. Lessor shall submit their offer/quotation through their duly authorized representatives using this form only. This form must be completed without any alteration. No substitute form shall be accepted. All blank spaces shall be filled up with the correct and accurate information as required.
 - 6. Quotations submitted exceeding the Approved Budget for the Contract shall be rejected.
 - 7. All prices quoted shall be in Philippine Currency and subject to all Philippine Tax Statutes (VAT Inclusive).
 - 8. In case of discrepancy over the amounts in words and in figures, the amount in words shall prevail.
 - 9. Any erasures shall be valid if they are signed or initialed by the authorized representative.
 - 10. In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005-Tie Breaking Method, the BAC shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "Draw Lots," in the event that two or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Quotation (LCRQ) to determine the final LCRQ based on the following procedure:
 - 1. In alphabetical order the bidders shall pick a side of a coin.



2. The lucky bidder whose side of the coin emerges on top will be declared the winner.
11. Award of the contract shall be made to the lowest calculated quotation which complies with the minimum specifications and conditions set forth in the Terms of Reference.
12. The proposal shall be rated in accordance with the Terms of Reference or Specifications and pursuant to Appendix B of Annex "H"- Table of Rating Factors for Lease of Real Property – 2016 Revised IRR of R.A. 9184. A proposal is determined to be responsive if its factor value is at least 70%.
13. The PCSO reserves the right to accept or reject any bid/offer, to annul the bidding process, and to reject all bids/offers at any given time prior to contract award, without thereby incurring any liability to the affected bidder/s or supplier/s.
14. The PCSO shall be granted by the property/building owner a rent free fit out works for a period of two (2) months before the target occupancy.
15. The PCSO, subject to the Lessor's approval, shall have the right to make detachable alterations/fixtures within the leased premises and employ its own contractor.
16. The PCSO shall be allowed to demolish portion of walls and floors for the installation of air-conditioning units and other equipment, if necessary.
17. The building shall be ready for installation of telephone lines, internet connections and security systems such as CCTV cameras.
18. The PCSO shall be allowed by the building owner to install appropriate signages, at no cost.
19. There should be available space appropriate for generator sets.
20. For any clarification, you may write the BAC, through its Secretariat, at bac@pcso.gov.ph or you may call telephone number 997-0247.


LARRY R. CEDRO
BAC Chairman

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**BIDS AND AWARDS COMMITTEE
LEASE OF REAL PROPERTY AND VENUE**

A. TABLE OF RATING FACTORS FOR LEASE OF REAL PROPERTY

	RATING FACTORS	WEIGHT (%)	RATING
I.	Location and Site Condition		
	1. Accessibility – The building should be accessible through major roads and public transportation within a 2 km radius from an MRT/LRT Station.	(30)	
	2. Topography and Drainage – The property must have an adequate and properly installed drainage system and not located in a flood prone area.	(20)	
	3. Sidewalk and waiting shed – the property shall have ample pedestrian sidewalks.	(20)	
	4. Parking space – the property shall have parking space for at least fifty (50) vehicles and six (6) buses.	(20)	
	5. Economic potential – The property must be located in a commercial or business district.	(5)	
	6. Land classification, utilization, and assessment – The property should be classified as commercial and/or classified as mixed use (office, commercial, business).	(5)	
	7. Other added amenities	(0)	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate – the Property's rental must be within the Approved Budget for the Contract (Inclusive of VAT).	(30)	
	2. Sanitation and health condition – the property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health and sanitation standard required under the Sanitation Code of the Philippines.	(20)	
	3. Adverse influence – The property must be free from informal settlers within a radius of 400 meters.	(10)	
	4. Property utilization – the property's highest and best use is for an office/commercial building.	(10)	
	5. Police and fire station – The property must be located preferably within three (3) kilometers from police and fire stations.	(15)	

	6. Cafeterias – Adequate food establishments/eateries/cafeterias/restaurants must be within the immediate proximity of the property.	(10)	
	7. Banking/postal/telecom – The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.	(5)	
		100	
III.	Real Property		
	Structural condition – The building must comply with the Building Code of the Philippines.	(30)	
	1. Philippines.		
	2. Functionality		
	a. Module	(6)	
	b. Room arrangement	(6)	
	c. Circulation – the leased premises should have ample space to move around.	(6)	
	d. Light and ventilation – Leased Premises must have sufficient Natural Lighting and ventilation.	(6)	
	e. Space requirements – The building's leasable spaces must be adequate for PCSO's requirements of at least a net usable office space of 6,200 sqm.	(6)	
	3. Facilities		
	a. Water supply and toilet - Sufficient supply of water within the building considering the number of tenants including clients. Separate comfort rooms for male and female employees.	(6)	
	b. Lighting system - Safe electrical wiring, lighting fixtures, convenience outlets, switches and circuit breakers, among others.	(6)	
	c. Elevators – the leased premises shall have adequate elevators taking into consideration the number of tenants in the building.	(6)	
	d. Fire escapes – The leased premises shall have fire escapes as mandated by law	(6)	
	Fire fighting equipment – the leased premises shall have fire alarm/detection system, firefighting equipment as provided for by law.	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	

		100	
IV.	Free Services and Facilities		
	1. Janitorial and security	(20)	
	2. Air conditioning	(10)	
	3. Repair and maintenance	(20)	
	4. Water and light consumption	(25)	
	5. Secured parking space	(20)	
		100	
I.	Location and Site Condition	$\times (.20) =$	
II.	Neighborhood Data	$\times (.20) =$	
III.	Real property	$\times (.50) =$	
IV.	Free Services and Facilities	$\times (.10) =$	
FACTOR VALUE			


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TECHNICAL PROPOSAL

LARRY R. CEDRO

BAC Chairman

Philippine Charity Sweepstakes Office

3/F Conservatory Shaw Plaza Building

605 Shaw Boulevard, Mandaluyong City

Dear Chairman Cedro,

Herewith is our Technical Proposal for the Procurement of Leasable Office Space for the PCSO Main Office, thru Negotiated Procurement, pursuant to Section 53.10 of the Implementing Rules and Regulations of R.A. 9184.

(INSTRUCTION: Bidders/Suppliers must in their Statement of Compliance state either "COMPLY" OR "NOT COMPLY" against each of the Specification for Lease of office space.)

Specification	Statement of Compliance
Availability of at most 8,500 sqm of gross leasable office area with at least net usable office space of 6,200 sqm on or before October 2017 within Quezon City, San Juan City, Mandaluyong City, Pasig City, Makati City and Taguig City.	
Parking for at least fifty (50) vehicles and six (6) buses.	
Low flood risk.	
Structurally sound.	
Architecturally suitable in terms of character, functional layout and shape.	
Easy accessibility for PCSO employees and clients.	

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Lease term of at least three (3) years with an annual escalation rate of no more than five percent (5%).	
Property's rental rate must not be more than Php 980.00 per square meter inclusive of CUSA.	
Property's rental rate for parking slots must not be more than Php 4,484.29 per slot.	

Reminder: the Bidder/supplier shall only state "COMPLY" or "NOT COMPLY" against each of the individual parameters of each specification stating the corresponding performance parameter.

Very truly yours,

Signature over printed name of
Authorized Representative

Company Name

Company Address and
Telephone Number

Date

Handwritten signature and initials in blue ink, located at the bottom right of the page.

Procurement of Leasable Office Space for the PCSO Main Office
FINANCIAL PROPOSAL

Name of Project	Period	Rental Rate per square meter	Annual Rate	Rental Rate for Parking per Slot	Total Cost for the Lease of Office Space
Procurement of Leasable Office Space for the PCSO Corporate Office thru Negotiated Procurement	1 st Year	Php _____	Php _____	Php _____	Amount in figures: Php _____
	2 nd Year	Php _____	Php _____	Php _____	Amount in words: _____ _____ _____
	3 rd Year	Php _____	Php _____	Php _____	_____ _____ _____

Signature over printed name of
Authorized Representative

Company Name

Company Address and
Telephone Number

Date



   

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of Government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. Of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

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Omnibus Sworn Statement

For Partnership, Cooperative

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. 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 the Bidding of _____ (Name of Project) of the Philippine Charity Sweepstakes Office, 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. _____ 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;
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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of _____ 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. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Bidding of _____ (Name of Project)
9. _____ 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.

[Handwritten signature and initials in blue ink]

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of Government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of [month] [year].

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Omnibus Sworn Statement

For Corporation or Joint Venture

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. 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 the Bidding of _____ (Name of Project) of the Philippine Charity Sweepstakes Office, 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. _____ 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;
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. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ 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. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Bidding of _____ (Name of Project).
9. _____ 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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at
Philippines

[Handwritten signature and initials]

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of Government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of [month] [year].

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