

REQUEST FOR QUOTATION

RFQ No. 2025-027-R NP - LEASE OF REAL PROPERTY
Date: March 21, 2025

Company Name : _____
Company Address : _____
Contact Person : _____
Contact No. : _____
PhilGEPS Reg. No.: _____
Company TIN: _____
Sir/Madam: _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A** failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in **Annex A** please attach in your quotation a duly notarized certification to this effect.
Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC).The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303
Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. 24th of March

Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to procurement@nacc.gov.ph not later than 2025; 9:00AM . Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,


FERDINAND P. MARCELO
Head, Procurement Unit

Terms and Conditions:

- Award shall be made on per: Item Basis Total Quoted Price Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 c.d upon receipt of Notice to Proceed / Purchase Order
- Place of Delivery: RACCO IV-B (SAN JUAN CITY METRO MANILA)
- Terms of Payment: within 30-45 days upon completion of supporting documents.
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).
Account Name : _____ Account Number : _____
BankName : _____ Branch : _____
***Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: _____
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."


EMIL A. BALACANAO

BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;
(02) 8721-9782

(Signature over Printed
Name)
Supplier

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

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NP - LEASE OF REAL PROPERTY

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Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications <small>(Please fill out the detailed specifications in the space provided)</small>	Unit Cost	Total Cost
	9	month	LEASE OF OFFICE SPACE FOR RACCO MIMAROPA From April to December 2025	1,170,000.00			
			OFFICE SPACE SPECIFICATIONS				
			1. Location and Site condition				
			* Have a floor area of at least 100 square meters which will be allocated for the following:				
			- FITTED / FULLY AIR-CONDITIONED OFFICE SPACE				
			- Workstation (good for 25 staffs)				
			- Multi-Purpose Room / Conference Room (good for 10 pax)				
			- Dry Pantry (good for 6 pax)				
			- Comfort Rooms				
			- With ready Office Cubicles, Office Tables, Office Chairs, and a sufficient number of Tables with chairs for the pantry and conference room.				
			- Storage room for supplies and files				
			- The building has 24 hours guard on duty.				
			- With Elevator, Escalator or Stairs				
			- With Parking for at least 1 unit of vehicle				
			Accessibility				
			- The property shall be within NEARBY AIRPORT, Metro Manila.				
			Topography and Drainage				
			- Property must be located in a flood-free area with a sufficient and properly installed drainage system.				
			Sidewalk and Waiting Shed				
			- There must be presence of pedestrian sidewalks and waiting sheds in the area for commuters.				
			Parking Space				
			- At least one (1) official parking slot for official or outdoor parking slot (If possible).				
			- Accessible 24/7, must be allotted for the Department. Must have available parking space for pick up and drop off of employees and guest.				
			Economic Potential				
			- The building/property must be located in a commercial or business district and/or classified as a mixed use building.				
			Land Classification, Utilization, and Assessment				
			- The property shall cater and be suitable to the workplace conditions required by the agency that shall occupy the leased space.				
			Other Added Amenities				
			- Institutions such as national government agencies, health service centers, or medical facilities must be available and located nearby the property.				
			2. Neighborhood Data				
			Prevailing Rental Rate				
			- The rental rates shall be inclusive of office rent, management fees, advance payment that is, advance rent and security deposit, AC maintenance, Value Added Tax (VAT), and all other fees, charges, and taxes.				
			Sanitation and Health Condition				

		- Proper waste management system such as regular garbage collection.			
		Adverse Influence			
		- The property must be away from informal settlements and manufacturing areas with sensitive products or any neighboring facilities as potential sources of toxic/hazardous substances/materials. It must be distant from apparent areas that may cause disturbances in the workplace.			
		Property Utilization			
		- As the property is to be utilized as an office space by a national agency, its highest and best use shall be as a commercial building fit and equipped for business and office work.			
		Police and Fire Station			
		- Proximity to police and fire stations.			
		Cafeterias and Other Food Establishments			
		- Adequate food establishments/eateries/cafeterias/restaurants must be within close proximity of the property.			
		Banking / Postal / Telecom			
		- Must be near other necessary establishments (i.e. banks, hospitals, etc.); Proximity to Postal, and Telecommunications service providers.			
		3. Real Property			
		Structural Condition			
		- Structure must be made of concrete and structural steel materials or combination of both.			
		4. Functionality			
		Module			
		- The leased premises shall be handed over with the following minimum specifications:			
		-- Standard fire detection system; and			
		-- Generator sets for IT requirements and workstations/computer sets.			
		-- Accessible to the main thoroughfare by mass transit. Mass transit includes bus transportations, jeepneys, fx, public utility vehicles (PUVs), and railway transport services.			
		Room Arrangement			
		- Ready for occupancy (FITTED ROOM/SPACE)			
		Circulation			
		- Presence of air-conditioning system			
		Light and Ventilation			
		- Common areas of the building must have proper and adequate lighting and ventilation systems.			
		Space Requirements			
		- The space for lease must be sufficient for the RACCO MIMAROPA's area requirement of not less than ONE HUNDRED (100) square meters .			
		5. Facilities			
		Water Supply and Toilet			
		- Adequate water supply and 24/7 water distribution system within the building for the use of tenants as well as provision for comfort rooms (CR) with lavatories, mirrors, and ventilation or exhaust fans for the exclusive use of RACCO MIMAROPA employees, clientele, stakeholders, and visitors.			
		- Have at least 2 comfort rooms			

		<p>Electrical and Electronics System - Sufficient electrical and lighting fixtures, convenience outlets, switches, and telephone jacks and terminals that are in good working condition at the time of transfer. Provision for panelboard with an electric meter to accommodate lighting and power provisions, supporting both single-phase and three-phase electrical systems. This setup will cater to the requirements of air-conditioning units and other office equipment;</p>			
		<p>Elevators, Escalators, or Stairs - Ample provision of elevator(s), escalator(s), or stair(s) accessible 24/7 for tenants, RACCO MIMAROPA employees, clientele, stakeholders, and visitors;</p>			
		<p>Fire Escapes - Accessible fire escapes should be readily available to RACCO MIMAROPA personnel in the event of a fire.</p>			
		<p>Firefighting Equipment - Fire protection equipment is fully installed in close proximity to the office space compliant with the latest Fire Code of the Philippines;</p>			
		<p>6. Other Requirements</p>			
		<p>Maintenance - Provision for Operation and Maintenance Services and Programs for building equipment, common areas, and facilities such as but are not limited to air-conditioning, electrical facilities, fire and detection alarm system, water distribution system, plumbing and sewage systems, mechanical systems, common-area janitorial and pest control services, garbage collection services, etc.;</p>			
		<p>Attractiveness - The premises shall be aesthetically pleasing to enhance a secure working environment and foster optimal efficiency.</p>			
		<p>7. Free Services and Facilities</p>			
		<p>Air Conditioning - Provision of complete air conditioning system throughout the whole office space</p>			
		<p>Repair and Maintenance - RACCO MIMAROPA shall be allowed to propose and execute office fit-out projects, facility repairs and improvements, whereas, engineering plans shall be subjected to consultation and review by the Lessor's consultants such as, but are not limited to, Electrical, Mechanical, Structural, Architectural, Sanitary, Auxiliary / Telecommunications, etc.</p>			
		<p>Water and Electrical Consumption - Power meters and water meters or consumption computation for electrical system and water supply exclusively for the use of the RACCO MIMAROPA.</p>			
		<p>8. Payment Requirements - The terms of payment must have a maximum of 3 months advance and 3 months security deposit. - Will not require post dated checks. - Payment scheme should be on a monthly or quarterly basis.</p>			
		***** NOTHING FOLLOWS *****			
			P 1,170,000.00	GRAND TOTAL	

PURPOSE : **LEASE OF OFFICE SPACE FOR RACCO MIMAROPA (RACCO IV-B)**

PR No. **2025-01-**

IMPORTANT : The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NACC's future biddings.

FERDINAND P. MARCELO
 Procurement Officer

(Signature over Printed Name)
 Supplier