



Republic of the Philippines  
Office of the President  
**PRESIDENTIAL LEGISLATIVE LIAISON OFFICE**  
Malacañang, Manila

**REQUEST FOR QUOTATION**  
*Lease of Privately-Owned Real Property*

**RFQ No. 2021-07-028**

**LEASE OF OFFICE SPACE FOR THE PRESIDENTIAL  
LEGISLATIVE LIAISON OFFICE (PLLO)**

1. The PLLO invites property owners/administrators to submit SEALED PRICE QUOTATION, for the office space lease of property within Five-kilometer radius to and from Malacañang Complex addressed to PLLO Bids and Awards Committee Secretariat at 2/F Annex, New Executive Bldg., Malacañang, Manila on or before **July 24, 2021, @ 5:00 PM**, with an **Approved Budget for the Contract of Two Million Five Hundred Ninety Pesos only (Php2,590,000.00)**.
2. 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

3. Interested Property Owners/Administrators/Lessors are directed to submit the following Legal Documents as part of their submitted quotations:
  - a. Business Permit;
  - b. PhilGEPS Registration Number;
  - c. Omnibus Sworn Statement (Annex B);
  - d. Income/Business Tax Return;
  - e. Tax Clearance; and
  - f. BIR Form 2303 (Certificate of Registration)
4. For further inquiries, suppliers may contact telephone nos. 8-736-1192 and 8-736-1116 c/o Ms. Rosalie T. Morales. The Quotation may be submitted through e-mail at [rtmorales@pllo.gov.ph](mailto:rtmorales@pllo.gov.ph) or delivered to the address below:

**Bids and Awards Committee Secretariat**  
2/F Annex New Executive Bldg.,  
Malacañang, Manila

5. The PLLO reserves the right to reject any or all quotations/bids, to waive any formality or minor defects therein, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, and to accept only the offer that is most advantageous to the government, without incurring any liability whatsoever.

**ASEC. ROMULO V. ARUGAY**

BAC Chairperson

2/F Annex New Executive Bldg.,

Malacañang, Manila

### **TECHNICAL SPECIFICATIONS**

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

<b>MINIMUM SPECIFICATIONS (unless otherwise specified)</b>	<b>STATEMENT OF COMPLIANCE</b>
<b>Availability</b>	
Ready for occupancy on 01 August 2021	
Accommodation/duration: five (5)-month contract with possibility of renewal subject to favorable evaluation of PLLO.	
<b>Location and Site Condition</b>	
a) Three (3) to five (5) kilometer radius to and from Malacañang 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 five (5) 4-wheeled vehicles	
<b>Neighborhood data</b>	

a) Sanitation and Health Condition: proper garbage facilities and compliance with the health and sanitation standard required under the Sanitation Code of the Philippines.	
b) Proper 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 leasable spaces must be at least 500 to 600 square meters;	
Room Arrangement: standard finished and must be able to accommodate modular type arrangement;	
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 PLLO;	
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 PLLO;	
At least one (1) fully operational service elevator and minimum of one (1) 24/7 accessible passenger elevator for the PLLO personnel and its clients 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	
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 x 4 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	
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 as required by the PLLO.	

## PRICE QUOTATION FORM

**NAME OF PROJECT** : Lease of Office Space for the Presidential Legislative Liaison Office (PLLO)  
**RFQ NO.** : 2021-07-028  
**APPROVED BUDGET** : Php2,590,000.00  
**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 5 months)</b>
Office Space Rental		
Parking Slots Fee		
Common Use Service Area Fee		
Air-conditioning Charges		
Advance Payment		
Other Fees, as may be necessary: _____		
(Fill out as needed)		
	<b>Total Contract Price (in words and figures)</b>	

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

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