



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
Office of the Ombudsman (Visayas)
Regional Office No. VIII, Marasbaras, Tacloban City 6500

**INVITATION TO ENGAGE IN NEGOTIATIONS AND REQUEST FOR
SUBMISSION OF PRICE QUOTATIONS FOR THE PROCUREMENT OF
RENTAL OF OFFICE SPACE FOR THE OFFICE OF THE
OMBUDSMAN - REGIONAL OFFICE NO. VIII**

1. The Office of the Ombudsman (Visayas), Regional Office No. VIII, through its Bids and Awards Committee (OMB RO8 BAC), intends to procure thru Negotiated Procurement, after Two Failed Biddings, pursuant to Section 53.1 of the Implementing Rules and Regulations of R.A. 9184, the **Procurement of Rental of Office Space for Office of the Ombudsman (Visayas) RO8 for One (1) Year Period**, with an Approved Budget for the Contract (ABC) of *Seven Hundred Forty-Five Thousand Three Hundred Sixty Pesos (PhP745,360.00)*.
2. As such, the OMB RO8 BAC will hold its Negotiation Conference on **February 17, 2017 at 9:00 a.m.** (*Philippine Standard Time*) at our Office, located at 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City.
3. The Request for Quotation with attached Technical Proposal of the project shall be available during office hours from **February 13, 2017** to **February 21, 2017** at the OMB RO8 BAC Secretariat at 3/F LY Building, Fatima Village, Barangay 77, Marasbaras, Tacloban City.
4. Bidders/Suppliers should submit their Request for Quotations with attached Technical Proposal (best and final offer) not later than **February 21, 2017 at 9:00 a.m.** (*Philippine Standard Time*) to this office, together with the following documents:
 - a. **Valid & Current Mayor's Business Permit;**
 - b. **Valid Certificate of PhilGEPS Registration;**
 - c. **Net Financial Contracting Capacity (NFCC) Computation;**
 - d. **Certificate of Occupancy; and**
 - e. **Omnibus Sworn Statement prescribed by the GPPB.**
5. The winning bidder shall submit/post a performance security in an amount equal to the percentage of the total contract price **within ten (10) calendar days** from receipt of Notice of Award (NOA).
6. The OMB RO8 BAC reserves the right to accept or reject any bid/offer, to annul the bidding process, and to reject all bids/offers at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For any clarification, you may contact *Ms. Imelda C. Tangpuz, Mr. Julius N. Oballo, Ms. Maria Riz I. Padulla or Ms. Dulce Amor B. Campanero, at telephone nos. (053) 321-7969/(053)523-4010; Telefax (053) 523-3042, or via email at bacomb17reg8@yahoo.com.*

(SGD) ATTY. EDUARDO B. KANGLEON
BAC Chairperson



Republic of the Philippines
OFFICE OF THE OMBUDSMAN
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Regional Office No. VIII, Marasbaras, Tacloban City 6500

TECHNICAL PROPOSAL

ATTY. EDUARDO B. KANGLEON
Chairperson, Bids and Awards Committee
Office of the Ombudsman (Visayas)
Regional Office No. VIII
3/F LY Building, Fatima Village
Marasbaras, Tacloban City

Dear **Attorney Kangleon**:

Herewith is our **TECHNICAL PROPOSAL** for the *Procurement of Rental of Office Space for Office of the Ombudsman (Visayas) RO8 for One (1) Year Period* thru Negotiated Procurement, after Two Failed Biddings, pursuant to Section 53.1 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).

Item	Specification	Statement of Compliance
I. OFFICE SPACE SPECIFICATIONS:		
A. Location and Site Condition		
A.1	Accessibility. The location of the office space to be leased must be strategically located in Tacloban City or in Palo, Leyte. The proposed office space should be accessible to the commuting public.	
A.2	Topography and Drainage. It must have an adequate and properly installed drainage system and not located in a flood prone area.	
A.3	Sidewalk and Waiting Shed. The property shall have ample pedestrian sidewalks.	
A.4	Parking Space. The property must have a parking space for at least two (2) vehicles for the office.	
A.5	Economic Potential. The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).	
B. Neighborhood Data		
B.1	Prevailing Rental Rate. Property’s rental rate must be within the Approved Budget of the Contract (inclusive of VAT).	
B.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.	

Item	Specification	Statement of Compliance
B.3	Adverse Influence. The property must be free from informal settlers within a radius of 400 meters.	
B.4	Property Utilization. The property's highest and best use is for an office/commercial building.	
B.5	Police and Fire Stations. The property must be located preferably within three (3) kilometers from police and fire stations.	
B.6	Cafeterias. Adequate food establishments/eateries/cafeterias/restaurants must be within the immediate proximity of the property.	
B.7	Banking/Postal/Telecommunication. The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.	
B.8	Other Services. The property must be accessible to government and health service centers.	
C. Real Estate		
C.1	Structural Condition. The building is designed in compliance with the Building Code of the Philippines.	
C.2	Functionality.	
C.2.a	Space Requirements. The building's leasable spaces must be adequate for OMB RO8's floor area requirement of at least 230 - 400 sq. meters.	
C.2.b	Light and Ventilation. The building's common areas must have proper lighting and ventilation system.	
C.3	Facilities. The building must have the following facilities/amenities:	
C.3.a	Main meter and/or sub-meter for electrical and water supply exclusively for the use of OMB RO8;	
C.3.b	Sufficient electrical fixtures, lighting fixtures and convenience outlets;	
C.3.c	Sufficient supply of water within the building for all the tenants;	
C.3.d	There must be ample provision of elevator/s for the tenants, OMB RO8 personnel and its clientele/visitors if the building is four (4) storey or above;	
C.3.e	Fire alarm/detection system, fire-fighting equipment and fire/emergency exits, as provided by laws;	
C.3.f	Electrical Facilities/Requirements:	
C.3.f.i	All electrical fixtures, convenience outlets, switches and telephone jacks /terminals shall be in good working condition;	
C.3.f.ii	All electrical components within the building shall meet the electric load requirements provided for by OMB RO8;	
C.3.g	Provision for separate comfort rooms (CR) for Male and Female with lavatories for the use of employees and/or clientele/stakeholders/visitors;	

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C.3.h	The office should be allowed to introduce room partition/division/non-structural improvements or the installation of A/C units and other equipment; and	
C.3.i	The office is allowed to hang/post/place objects on walls, windows & immediate office space vicinity.	
C.4	Other Requirements. The building must have/be:	
C.4.a	Ready for occupancy;	
C.4.b	Overall façade and architectural design appropriate for an office building;	
C.4.c	Provision for agency signage;	
C.4.d	Properly maintained; and	
C.4.e	Secured location.	
D. Free Services a. Any other services that the bidder may offer.		
II. QUALIFICATION The Lessor must be a reputable real estate developer and has been in the business for at least two (2) years.		
III. DURATION OF THE CONTRACT The Lease Term shall be for a period of one (1) year which shall commence preferably on April 1, 2017.		
IV. ALTERATIONS The OMB RO8, subject to Lessor’s approval, shall have the right to make alterations or minor decorations within the leased premises and employ its own contractors.		
V. NAMING AND SIGNAGE The OMB RO8 shall be allowed to erect or put up appropriate signage. OMB RO8 acknowledges that all signage locations and plans are subject to final approval of Lessor, whose approval should be issued within a reasonable period of time.		
VI. CRITERIA FOR EVALUATION The bidder shall be evaluated in accordance with Appendix B of Annex H “Lease of Real Property and Venue: Rating Factors and Determination of Reasonableness of Rental Rates” of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184.		
VII. PAYMENT		
VII.a	Monthly Payment A monthly payment of rent shall be made on or before the fifteenth (15) day of each and every month for the term of this lease, without need of demand or fifteen (15) days from receipt of the billing statement.	
VII.b	Advance Rent Upon signing the Contract of Lease, the OMB RO8 shall pay as advance rental an amount equivalent to one	

Item	Specification	Statement of Compliance
	(1) month rental which shall be applied as rental payment for the remaining month of this contract.	
VII.c	<p>Security Deposit</p> <p>Upon signing of the Contract of Lease, the OMB RO8 shall pay as security deposit the sum of one (1) month rental which shall remain intact, without interest, and shall be refunded after termination/expiration of lease and only when OMB RO8 (a) shall have vacated the leased premises and emptied it of personal properties and occupants/tenants; (b) upon submission of official receipts to show that electricity, water, telephone and other utility bills have been fully settled; and (c) upon application/deduction of such amount/s determined to be necessary to answer for any and all damages caused to the leased premises and its restoration to the same condition as when OMB RO8 entered the leased premises.</p>	
VII.d	<p>Taxes</p> <p>The real property taxes for the lot and the building shall be for the sole account of the bidder; while real property taxes on the improvement/s, if any, and all other additional assessments that may be levied by the National Government and/or the Local Government shall be for the sole account of OMB RO8. OMB RO8 shall deduct and remit withholding taxes to the Bureau of Internal Revenue.</p>	
<p>VIII. REPAIRS AND MAINTENANCE</p> <p>All major or extraordinary repairs for the preservation and/or conservation of the leased premises shall be for the account of the bidder; while ordinary repairs relating to/resulting from/ necessitated by the daily use of the leased premises and wear and tear shall be for the sole account and expense of OMB RO8.</p>		
<p>IX. PROHIBITION AGAINST SUBLEASE</p> <p>The OMB RO8 shall not sublease all or any portion of the leased premises without the prior written consent of the bidder. The bidder reserves the right to disallow any assignment or transfer of rights to any third person/party/entity.</p>		

Reminder: The bidder 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

Company Name

Company Address

Date