



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION X – NORTHERN MINDANAO

**REQUEST FOR QUOTATION**  
RFQ No. 2020-01-005

Date: 10 January 2020

Name of Establishment: Linketkai Mall (Module - 2)

Address: Linketkai Corporate Office, Linketkai Center, Cagayan de Oro City

Business Permit No.: 201912374 TIN: 000-291-902-000

PhilGEPS Registration No. (**required**): 2015-137762

The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), will undertake an Alternative Mode of Procurement through Negotiated Procurement - Lease of Real Property in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

<b>Name of Project</b>	Lease of Real Property for Office Space of the PSA X Regional Office and PSA Misamis Oriental
<b>Location</b>	within Cagayan de Oro City
<b>Date of Delivery</b>	01 July 2020 to 30 June 2021
<b>Quantity</b>	At least 2,384.69 sq m
<b>Terms of Payment</b>	Every 10 <sup>th</sup> day of the month after the applicable period
<b>Approved Budget for the Contract (ABC)</b>	Nine Million Two Hundred Forty Thousand One Hundred Ninety-Six and 80/100 (Php9,240,196.80)

We hereby invite all interested suppliers to submit quotations/proposals duly signed by duly authorized representatives not later than **17 January 2020, 12 NOON**, subject to the Terms and Conditions provided at the last page of this RFQ. If you haven't provided the PSA a copy of your **Mayor's/Business Permit, latest Income/Business Tax Return and Philgeps Registration Number**, please submit these documents along with your accomplished quotation.

For any clarification, you may contact **Ms. Margie Mae L. Pino** at the above-mentioned contact details.

  
**VIRGIE A. GAYLA**  
ROBAC Chairperson



B1-B4 Pride Rock Business Park, Gusa, Cagayan de Oro City  
Telefax: ((088)856-4778; (088)856-2679  
<http://rsso10.psa.gov.ph> [psaregion10@gmail.com](mailto:psaregion10@gmail.com)

## BID FORM

### Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks(\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify the entire quotation.
5. Failure to use this form will disqualify your quotation.
6. Please do not leave any blank items. Indicate "0" if item is being offered for free.

After having carefully read and accepted the Terms and Conditions. I/We submit our quotation for the item/s as follows:

Items as follows:

No.	Technical Specification/s	Compliance to Technical Specifications		Remarks
		(Please Check)		
		Yes	No	
I.	Location and Site Condition			
1	Accessibility			
	Within downtown area of Cagayan de Oro City*	✓		
	With access to main roads and highways*	✓		
	Accessible by public transport/commuting public*	✓		
	BP 344 or Accessibility Law compliance*	✓		
	Provision of separate access doors, entrance and exit points for PSA clients and employees*, if leased space is within a mall	✓		
2	Topography and Drainage			
	The property has adequate and properly installed drainage and ground floor level must be higher than the street level.	✓		
	The property has relatively flat topography.	✓		
3	Waiting area Availability of safe and well-ventilated queueing/waiting area and standby-area of PSA clients	✓		Designed as to PSA requirements.
4	Parking Space			
	Provision of ten parking slots for exclusive use of PSA officials and employees*		X	Can be negotiated
	Adequate parking space for PSA clients*	✓		
5	Land classification, utilization, and assessment The property's classification is for mix use (office, commercial and institutional).	✓		
II.	Neighborhood Data			
1	Prevailing rental rate Offered price is within the prevailing rental rates of Cagayan de Oro City.	✓		
2	Sanitation and health condition			
	Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority.	✓		
	The property is in a healthy environment and far from establishments which produce too much noise and foul odor.	✓		
	Proximity to medical clinics and hospitals*	✓		
3	Safety			
	The property is located in a safe environment, far from establishments which are fire hazards. *	✓		



No.	Technical Specification/s	Compliance to Technical Specifications		Remarks
		(Please Check)		
		Yes	No	
III.	Real Property			
1	Structural condition			
	The building is made of reinforced concrete, structural steel or combination of both, which can carry a load equivalent to at least 100 clients in the designated public waiting area in addition to office fixtures. *	✓		Building Structure were designed based on the Commercial occupancy.
	The building is structurally safe with Certificate of Occupancy issued by the Office of the Building Official. *	✓		For Application since on-going Construction.
2	Functionality			
	Module			
	Customized floor and ceiling partitions and divisions, fit for PSA need.	✓		Area is fit for PSA Customization with 534.69 sq.mtr area.
	Customized structural design and layout shall be implemented by the lessor as mutually agreed by both parties during Post-Qualification stage.	✓		With agreed structural design and Layout specification based on PSA standards.
	Room Arrangement and Space Requirement			
	CRS and PhilSys Offices – at least 534.69 sq m* and at the ground floor*	✓		With separate partitions based on the required area of CRS and Philsys with total area of 534.69sqm
	Regional Office – at least 1,100 sq m* at any floor with provision for Director's office, two Division chief offices, Cashier Room, Auditor Room, Conference Room, SOCD Area, CRASD Area, two Supply Rooms, Storage Room, Training Room, Library, two Document Rooms, ROBAC room, Data Processing Center, two pantry areas, RD quarter and sleeping quarters separate for male and female	✓		
	Provincial Office – at least 750 sq m* at any floor With provision for the Office of the Provincial Statistics Officer, CR Unit, Admin Unit, Statistical Unit, Cashier Room, Auditor Room, Supply Room, Storage Room, Training Room, Conference Room, Processing Room, Wellness Room and Pantry	✓		
	Provision of signage tower and light signage visible to the public	✓		Signage are visible to the customers.
	Light and ventilation			
	The leasable spaces are with proper lighting and ventilation. *	✓		Followed the PEC standard lumination requirement for PSA requirements.
	The building can still provide sufficient ventilation and lighting in cases of power outage. *	✓		With standby 4 set of Genset with 1,750 KW capacity per unit.
3	Facilities			
	Water supply and toilet	✓		
	Continuous water supply in any floor*	✓		With 60 PSI Water pressure.
	Ground Floor Comfort Rooms* Female CR	✓		With separate CR for CRS and Philsys Offices.



No.	Technical Specification/s	Compliance to Technical Specifications		Remarks
		(Please Check)		
		Yes	No	
	Two regular cubicles One BP 344 compliant cubicle	✓		Designed as to the PSA requirements.
	Male CR Three urinals One regular cubicle One BP 344 compliant cubicle	✓		Designed as to the PSA Requirements
	Provincial Office Comfort Rooms*			
	Female CR Two regular cubicles One BP 344 compliant cubicle	✓		Designed as to the PSA Requirements.
	Male CR Three urinals One regular cubicle One BP 344 compliant cubicle	✓		Designed as to the PSA Requirements.
	Regional Office Comfort Rooms*			
	Female CR Two regular cubicles One BP 344 compliant cubicle	✓		Designed as to the PSA Requirements.
	Male CR Three urinals One regular cubicle One BP 344 compliant cubicle	✓		Designed as to the PSA Requirements.
2	Lighting system			
	Provision of electrical load of at least 358 kWh per day for the leased spaces of PSA.	✓		Can supply upto 3 min.
	Provision of electrical outlet/system for the PSA signage.	✓		
	Provision of emergency lighting system within the building. *	✓		Provided based on the safety building standards.
	The building has built-in electrical fighting fixtures, devices, pipes, switches, subpanels and convenience outlets for all equipment as may be specified by the lessee, which must be in good condition. *	✓	✓	Electrical plan will be provided by PSA based on the previous meeting.
	The building should be ready for installation of telephone lines, internet connection (with platform for server box, Cat5 outlets and cables) and building security system (CCTV cameras). *	✓		With Datacom provisions ready tapping
3	Elevators For buildings with more than three floors, there must be at least at least one (1) operational elevator available as required by the National Building Code of the Philippines, with enough space in compliance to BP 344*	✓		With 6 units of passenger elevator with 1000 kgs capacity.
4	Fire escapes and fire-fighting equipment			
	Accessible emergency exits for every floor.	✓		Based on BFP Standards
	The building has functioning Fire Detection and Alarm System (FDAS) and/or any appropriate fire suppression system in the leased premises as required by the Bureau of Fire Protection. *	✓		With functional FDAS (Addressable)
5	Other requirements			
	Maintenance			
	The building is properly maintained.	✓		
	The building owner shall provide regular pest, termite and rodent control services at least once a year or as maybe necessary, and shall ensure that	✓		With Pest control officers.

g



No.	Technical Specification/s	Compliance to Technical Specifications		Remarks
		(Please Check)		
		Yes	No	
	the building is free from stray animals.			
	The building owner shall undertake painting and repainting of ceilings and walls, as maybe necessary.		X	Maintenance and repair of detective & damaged premises shall be for lessees account.
	The building owner shall install tiles and undertake retiling, as maybe necessary.		X	Maintenance and repair of detective & damaged premises shall be for lessees account.
	The building owner shall undertake the repair of water pipes and drainage to ensure that the building has no water pipe leaks, clogged drainage, as well as roof and wall leaks, as maybe necessary.		X	Maintenance and repair of detective & damaged premises shall be for lessees account.
	Attractiveness The building's overall façade and architectural design is appropriate for an office building.	✓		
	Auxiliary System Requirements The ceilings must have enough ceiling/board breaks or manhole to install network cables, electrical and telephone wiring harnesses.	✓		
IV.	Free Services and Facilities			
1	Janitorial and Security			
	The building has a regular garbage disposal system. *	✓		
	The building has janitorial services for the maintenance of common areas, in case the building has other tenants.	✓		
	Adequate security services 24/7*	✓		
	Installed CCTVs in building common areas.*	✓		
2	Air conditioning Air conditioned leased spaces.*	✓		For 1st Floor, lessee to provide aircon. For 3rd Floor, lessor to provide aircon.
3	Repair and maintenance			
	Partitions, improvements and major renovations for shall be for the account of the building owner, in accordance with the specifications and floor plan as mutually agreed by both parties during the Post-Qualification stage.	✓		For to ceiling partitions & divisions (plywood only). Cubicles, fixtures office equipment shall be for lessee's account.
	Major repair during the contract period such as civil, electrical, plumbing, sanitary and mechanical works, including damage brought by natural or man-made calamities shall be undertaken by the lessor, for its account, except if the damage is caused by the lessor.		X	Maintenance & repair of detective and damaged premises at lessee's account.
4	Water and light consumption			
	Installed individual electric meters and water meters for the leased spaces. *	✓		
	Electricity and water bill shall be on the account of PSA.	✓		Billed together with monthly rent.
5	Secured parking space*	✓		

8

## FINANCIAL BID

**Lease of Office Space for PSA X and Misamis Oriental Offices in Cagayan de Oro City  
through Negotiated Procurement pursuant to Section 53.10 of the 2016 Revised Implementing  
Rules  
and Regulations of RA 9184**

Having read, examined and accepted the Terms and Conditions in this Request for Quotation,  
I/we submit our quotation for the lease of office space as follows:

**FOR THE BASIC RENT INCLUSIVE OF VAT AND MAINTENANCE AND OPERATING COST FOR COMMON USE  
AREA:**

Cost per sq m	P.293.00/sqm
Monthly cost for 2,384.69 sq m (in words and in figures)	Six Hundred Ninety Eight Thousand Seven Hundred Fourteen & 17/100 Pesos (P 698,714.17)
Annual cost for 2,384.69 sq m (in words and in figures)	Eight Million Three Hundred Eighty Four Thousand Five Hundred Seventy & 4/100 Pesos (8,384,570.04)

Printed Name of authorized representative / Signature: \_\_\_\_\_

ALBINO U. LIMKETKAI

Position: EVP & COO

Name of Company: LIMKETKAI SONS, INC.

Address: LIMKETKAI

Email Address: mailmanager@linketkai.com.ph

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No: 09177179288

Date: \_\_\_\_\_

Ca





### **Terms and Conditions**

1. Bidders shall provide correct and accurate information required in this form, Failure to use this form will result to disqualification of your bid.
2. Price quotation must be valid for a period of 120 calendar days from the date of submission.
3. Price quotation, in peso denomination, shall include all taxes, duties and/or other charges.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. The ROBAC reserves the right to recompute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid.
6. Late submission of quotation shall not be accepted.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Table of Rating Factors for Lease of Real Property as provided in the 2016 Revised IRR of RA 9184 shall be used in the evaluation of the venue. The passing rate is 90 percent.
9. Award of contract shall be made to the supplier with the lowest quotation which complies with the minimum technical specifications and has complied with the general conditions stated herein.
10. The Bidder should be able to deliver the building and its improvements/works within the period specified herein, counted from the date of receipt of Notice to Proceed, subject to liquidated damages as prescribed in RA 9184 and in the 2016 Revised IRR of RA 9184 in case of non-compliance herewith,
11. Payment shall be prepared through check/Advice to Debit Account (ADA) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
12. The PSA reserves the right to reject any or all quotations, to declare failure of bidding, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.