



REQUEST FOR QUOTATION (RFQ)

BAC-RFQ LOV NO. 2017-005

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the revised Implementing Rules & Regulations (IRR) of Republic Act No. 9184 (Government Procurement Act), the Department of Tourism (DOT) – Bids and Awards Committee (BAC) would like to invite you to submit a quotation in connection with the **Provision of Office Space for the Department of Tourism for a period of Three (3) Years starting November 2017 to December 2020**. The Approved Budget for the Contract (ABC) is Sixty-Nine Million One Hundred Twenty Thousand Philippine Pesos (PhP69,120,000.00) for the first year.

Please see attached Terms of Reference (**Annex A**) for the project.

Kindly submit your quotation together with the documentary requirements listed below in a sealed envelope addressed to Usec. Katherine S. De Castro (DOT-BAC Chairperson) c/o Mr. Florencio S. Capati, Jr., DOT-BAC Secretariat, 4th Floor, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, **on or before 9:00 a.m. of October 27, 2017**. **Late bids shall not be accepted.**

The opening of quotations shall be on October 27, 2017 at 10:00 a.m. at the 3rd Floor Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Ave., Makati City, which will be opened in the presence of the bidders' representatives who choose to attend.

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED :

1. Mayor's / Business Permit

(in case of recently expired Mayor's / Business Permit, please attach the recently expired Mayor's / Business Permit together with the official receipt for renewal)

2. PhilGEPS Registration Number
3. Annual Income / Business Tax Return (Latest)


ASEC. MARIA LOURDES F. JAPSON

DOT-BAC Vice Chairperson

TERMS OF REFERENCE : PROVISION OF OFFICE SPACE FOR DOT

SCOPE OF TERMS OF REFERENCE

This Terms of Reference is intended to provide a scope of work and deliverables for the lease of office building for a period of three (3) years starting from November 2017 to December 2020.

BACKGROUND

In view of the expiration of contract of the Department of Tourism with JB Building for the lease of its building effective November 2017, the department is in need of an office space and conducive workplace that will suit its requirements.

REQUIREMENTS

Location	:	Makati
Size	:	Approximately 8,000 sq. meters to cover spaces for the following offices with a manpower complement of 600 employees
		<ul style="list-style-type: none">➤ Executive offices➤ Lobbies and Conference Rooms➤ Reception Areas➤ Staff Work Stations➤ Pantries➤ Other Areas which may be used as areas for clinic, gym, canteen, storage areas, etc.➤ Open parking spaces at the back of the building; private parking for officials Approximately 60-70 parking slots for official vehicles & employee / guest vehicles
Equipment Facilities	:	Air-conditioning units, genset system, etc.
No. of Elevators	:	2-3 Service Elevators
Comfort Rooms	:	With common male and female comfort rooms (each floor); private comfort rooms for executives

APPROVED BUDGET FOR THE CONTRACT :

Php720 sq.meters per month x 8,000.00 sq. meters = Php 5,760,000.00 per month (with not more than 8% escalation rate on succeeding years)**

** Based on the recent study done by the Pinnacle Real Estate Consulting Services, Inc. for the 2nd Quarter of 2017 for Grade B buildings located in Makati CBD