

**TECHNICAL SPECIFICATIONS
LEASE OF REAL PROPERTY (OFFICE SPACE) FOR THE DEPARTMENT OF
TOURISM – NATIONAL CAPITAL REGION REGIONAL OFFICE
AND PARKING SPACES**

I. BACKGROUND/RATIONALE

The Department of Tourism – National Capital Region was given a budget to lease an office space and act independently, since DOT-NCR Regional Office (RO) was consistently housed ever since with the Department of Tourism Central Office.

In view of the allocated budget for transfer of DOT-NCR RO this year, the Office is in need to relocate to a new and conducive workplace that will suit its office space requirements.

Presently, the DOT-NCR RO is in search of a suitable building or office space to house its operations and workforce. For this reason, the DOT-NCR RO Office Space Task Force was created on April 2023 to procure a new location for DOT-NCR Regional Office separately from Central Office through a contract of lease for a minimum period of one (1) year and with the option for renewal.

In light of this, the Office Space Task Force conducted a market study for office space to fit DOT-NCR Regional Office's requirements. The technical specifications herein indicated are based on the market study conducted for the new office space for NCR.

II. OBJECTIVES

To meet the office space requirements for the DOT-NCR Regional Office operations, that promotes a safe and healthy work environment.

III. SCOPE OF WORK/ DELIVERABLES:

A. Availability

- a. Availability of not less than 450 sqm. office space and Parking Space in January 2024 to December 2024, with option to renew if needed.
- b. With available two-month rent-free construction period

B. Location and Site Condition

- a. Office building and location should be located preferably in a Central Business District accessible to Public Utility Transport such as buses, taxis, metro rail transit and other public utility vehicles.

b. The location should be fully accessible to clients, employees and to the general public.

c. Located near tourism destinations/attractions, hotels and other tourism-related establishments.

e. Accessibility:

- o The office building is located within 1km or less from the public transportation terminal;

- o The office building is Senior Citizen and/or PWD-friendly;

- o The lessor provides easy access to employees, guests and bulk deliveries in a secure and timely manner.

f. With sufficient parking space:

- o Availability of 4-6 parking slots for medium- to long-term rent within the same building

- o There are available safe pay parking spaces near the office building
- o Parking space has 24/7 security

C. Neighborhood Data

a. Prevailing rental rate is within the Approved Budget for the Contract (ABC), inclusive of office rental fee, parking rental fee, and all applicable taxes.

b. Clean and sanitary

- o There are available clean and functional toilet facilities in the same floor of the office premises, with ample cubicles separately for male and female

- o Maintains the minimum health and safety protocols in the building including the common areas.

c. With access to police and fire station.

- o There is a police station within 5km from the office building.

- o There is a fire station within 5km from the office building.

d. With access to food and other services, including banks.

- o The office building is located within 5km from the nearest clinic and/or hospital;

- o The office building is preferably located in a known business district in Metro Manila;
- o There are available convenient stores, food hubs and restaurants within 1km from the office building;
- o There are available banks and postal services within 1km the office building;
- o The office building is within 5km radius of the Landbank of the Philippines.

D. Real Property Attributes

- a. Built in 2013 onwards.
- b. Compliant with the National Building Code of the Philippines (i.e. with Certificate of Occupancy)*
- c. Compliant with relevant occupational and safety rules and standards
**Bidder to submit copy of relevant documents as proof of compliance together with the bid proposal.*
- d. With the following functionalities:
 - o The office space has a minimum gross area of 450 sqm;
 - o The office space is semi-furnished with provision of at least one pantry with water supply and plumbing, one big boardroom or function room and at least 3 smaller offices/rooms that do not need wall renovations, preferably with clean partitions and doors;
 - o Allows minor modifications (i.e. construction of additional partitions if needed) and other spaces that will be need as it arises;
 - o The building is ready for internet and telephone connection such as through these service providers: PLDT, Smart, Globe, Eastern Telecom, etc.;
 - o Provision of a reception area that screens visitors, and provision of an existing reception counter inside the leased premises on as is where is basis;
 - o With adequate provision and redundancy of power and water supply;
 - o With adequate provision of fire exits and fire fighting equipment in common areas;

- o With suitable flooring material for office use;
 - o Allows potted plants in the building;
 - o With provision for posting tarpaulins in the exterior;
 - o The office space is attractive, well-lighted with natural light and fit for office work;
 - o The office space requires minimum repair works.
- e. With other needed services and facilities:
- o Office building has 24/7 security;
 - o Air-conditioning is provided in all areas of the premises;
 - o Back-up generator is provided by the lessor for use during power outage;
 - o There are elevator units with 24/7 access to higher floors (when applicable);
 - o Provision of repair and maintenance to common use service area and air-conditioning units;
 - o Garbage collection services and/or room is provided to all building tenants by the lessor.

IV. ELIGIBILITY AND OTHER TECHNICAL REQUIREMENTS:

1. PhilGEPS Registration
2. Latest Income Tax Return
3. Mayors Permit | Occupancy Permit
4. Company Profile
5. Omnibus Sworn Statement
6. Blueprint of the "as built" floor plan/layout with measurements

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **FIVE MILLION NINE HUNDRED TEN THOUSAND PESOS ONLY (PhP 5,910,000.00)** INCLUSIVE of VAT and of the following:

1. Rental fees for January 2024 to December 31, 2024 for the office space and at least 4 parking slots, with two-month rent-free construction period in October to December 2023
2. Refundable Security Deposit for three (3) months
3. Aircon and Water Facilities

4. Security deposits and advance rental fees
5. Condominium Dues (when applicable)
 - > Refundable Construction Bond
 - > Evaluation Fee
 - > Monitoring Fee
6. All other applicable fees and taxes

VI. TERMS OF PAYMENT

The Monthly Rent shall be paid on a monthly basis on or before the due date specified in the billing statement. DOT-NCR shall withhold the applicable withholding taxes on the Monthly Rent and the Advance Rent and timely remit the same directly to the BIR on such dates that the pertinent withholding tax returns are required to be filed. With respect to the CWT, the CWT so withheld and remitted shall be duly credited in favor of LESSOR in the pertinent CWT returns.

LESSOR must have a Landbank of the Philippines (LBP) Account. Payment will be made through bank deposit to the LESSOR'S LBP Account. Otherwise, bank charges will be borne by the lessor.

VII. CONTACT INFORMATION

VICTORIA MARGARITA V. PAJE

DOT-NCR Bids and Awards
& Office Space Task Force Chairman