



## **REQUEST FOR QUOTATION (RFQ)**

### **BAC-RFQ Lease of Real Property (Office Space) NO. 2024 -12-001**

Pursuant to Section 53.10 (Lease of Real Property or Venue) of the revised Implementing Rules and Regulations (IRR) 2016 of Republic Act No. 9184 (Government Procurement Act), the Department of Tourism- National Capital Region (DOT-NCR) Bids and Awards Committee (BAC) would like to invite you to submit a quotation in connection with the **Procurement of Real Property (Office Space) and Parking Spaces for the Department of Tourism- National Capital Region for a period of six (6) months starting December 16, 2024 to June 2025.** The Approved Budget for the Contract (ABC) is **Four Million Four Hundred Forty Thousand Pesos (PhP4,440,000.00) for six (6) months.**

Please see attached Technical Specifications for your reference.

**Kindly submit your quotation together with the documentary requirements in TRIPLICATE copies listed below in a sealed envelope** addressed to Chief Victoria Margarita V. Paje (DOT-NCR BAC Chairperson) c/o Mr. Lawrence J. Alcantara, DOT-NCR BAC Secretariat, DOT-NCR Bldg., No. 7840 Makati Avenue, Brgy Poblacion, Makati City, **on or before 10:00 a.m. of December 12, 2024. Late bids shall not be accepted.**

The opening of quotations shall be on **December 12, 2023 at 11:00 am** at the **Ground Floor, DOT-NCR Bldg., Makati Ave., Brgy. Poblacion, Makati City** which will be opened in the presence of the bidder's representative who choose to attend.

#### **DOCUMENTARY REQUIREMENTS TO BE SUBMITTED:**

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

  
**LAWRENCE J. ALCANTARA**  
Head, BAC Secretariat