

TECHNICAL SPECIFICATIONS

REQUEST FOR PROPOSAL FOR THE PROVISION OF OFFICE SPACE FOR A PERIOD OF SIX (6) MONTHS

PURPOSE

To invite and find suitably qualified and experienced service providers to submit proposal for the provision of an office space for the Department of Tourism – National Capital Region Regional Office, for a leasing period of six (6) months, effective from December 16, 2024 to June 2025 for the accommodation of approximately fifty (50) employees. The leased space must be located in a Central Business District accessible to Public Utility Transport.

BACKGROUND

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

SPECIFICATIONS

This is to request for proposal from service providers to identify buildings in Metro Manila to meet the criteria below to accommodate the office of DOT-NCR Regional Office.

a. Space Requirements for DOT-NCR

The DOT-NCR is looking for an office space with the size of approximately 450-500 square meters to cover spaces for the following areas:

- Director's Office:
- Assistant Regional Director's Office:
- Two (2) Division Chiefs Area
- Lobby/Reception/Receiving Area:
- Staff Work Stations (35-36 employees)
- Conference/Training Room: capacity of 20-25 pax
- Pantry
- Cashier: located near lobby
- Restroom for Male and Female
- COA Office:
- Storage and Stock Rooms m
- Other Areas

The building/Office must be situated in an accessible area where public transport such as taxis, buses, rail transport is available and next to major routes

The location must be in a very secure environment and preferably in Central Business District accessible to Public Utility Transport.

Must stipulate in the lease contract the inclusion of Security deposit for one (1) month, building management fees/condominium dues, utilities such as but not limited to water and Aircon facilities, and construction fees inclusive of refundable construction bond, evaluation fee and monitoring fees

Lease Option

The lease must be flexible in order to enable:

- Extension
- Expansion
- Termination
- Renewal

Security

The building must be secured with the following measures:

- Must have adequate security
- Burglary proof and alarm system in good working conditions
- Security Fencing
- Manned Security
- Modern Technology for controlled access to premises
- Adequate lighting for official/staff working late
- The building must be located preferably within ten (10) kilometres from Police and Fire Stations

Amenities

- Well functioning air-conditioning system in individual offices, meeting room and restrooms where air condition installation and maintenance is the responsibility of the landlord
- The office building must be readily available for installation of Information Technology cabling
- The office building must be readily available for telecommunications connectivity
- All electrical fixtures, convenience outlets/switches and telephone jacks/ terminals shall be in good conditions and fully compliant with the requirements of Bureau of Fire Protection and Fire Code of the Philippines
- With separate restrooms for male and female, and if possible provision of a private room for Regional Director
- Reasonable parking area/slot for the three (3) official vehicles of NCR
- The office must be provided with uninterrupted electrical power supply
- The office must provide for a fitted kitchen and pantry
- The office building must be compliant to occupational health and safety standards
- Sufficient electrical outlets
- Adequate food establishments, eateries, cafeterias, restaurants must be within the immediate proximity of the property
- Must allowed to hang/post/place objects and or LED walls and or large format TV's on walls, windows and immediate office space vicinity

b. Submission of Floor plans, lay out and photograph of proposed office space

The bidder must submit floor plans, lay-out, photographs of the proposed building space and conduct space planning for the various work stations (Admin,

Finance, Cashier, Planning, Accreditation, COA) and space requirements stated above to demonstrate that the proposed space can accommodate all the staff/personnel

c. Occupation Date

The Building space must be completed and ready for occupancy by December 16 of 2024

d. Parking Requirements

Parking slot for the four (4) official service vehicles of the NCR

e. Proof of Existence of Building and its Grade

The bidder will be expected to provide proof of ownership of the building and proof of grading

f. Real Property

The building should be in compliance with the Building Code of the Philippines and all other related laws and has Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP). The building should not be built more than fifteen (15) years ago.

TECHNICAL AND FINANCIAL REQUIREMENTS

1. Technical Proposal based on Annex H., Appendix B
2. Financial Quotation;
3. Detailed schedule which must provide for three (3) months rent holiday fit out period; and
4. Lease Contract must stipulate the duration of at least six (6) MONTHS, with renewable and pre-termination clause subject to mutual agreement of the parties.
5. Must stipulate in the lease contract the inclusion of Security deposit for one (1) month, building management fees/condominium dues, utilities such as but not limited to water and Aircon facilities, and construction fees inclusive of refundable construction bond, evaluation fee and monitoring fees

DOCUMENTARY REQUIREMENTS TO BE SUBMITTED

1. Mayor's/ Business Permit
2. PhilGEPS Registration Number
3. Annual Income/ Business Tax Return (Latest)

APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) shall be **Four Million Four Hundred Forty Thousand Pesos (PhP 4,440,000.00)** Philippine Currency, or **Seven Hundred Forty Thousand Pesos (PhP 740,000.00)** monthly (**INCLUSIVE OF VAT** and inclusion of Security deposit for one (1) month, building management fees/condominium dues, utilities and monthly parking fees for the four (4) vehicles

such as but not limited to water and Aircon facilities, and construction fees inclusive of refundable construction bond, evaluation fee and monitoring fees representing the three months lease)

All other terms and conditions of the proposed leased shall be contained in the appropriate contract to be executed for best interest and most advantageous to the Authority.

CONTACT PERSONS:

SHARLENE ZABALA- BATIN
Regional Director

CATHERINE C. AGUSTIN
Assistant Regional Director

VICTORIA MARGARITA V. PAJE
Division Chief, OIC Tourism Development Division