



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

UCPB Savings, Inc. (UCPBS) invites all interested suppliers, which are registered in the Philippine Government Electronic Procurement System (PhilGEPS), to submit their lowest price proposal/ quotation for the **Procurement of Lease of Office Space for UCPBS Head Office (RFQ-GSD-001-20-06-2022)**, subject to Terms of Reference (TOR) below:

Project Name:	Lease of Office Space for UCPBS Head Office
Reference No.:	RFQ-GSD-001-20-06-2022
Location:	UCPBS Head Office, 18 th floor, UCPB Corporate Offices Building, 7907 Makati Avenue, Makati City
Approved Budget:	Six Million Six Hundred Thousand Pesos Only (Php6,600,000.00) including all applicable fees, charges and taxes.

Please use the attached Reply Slip in submitting the proposal/price quotation to the UCPB Savings Head Office at the contact information indicated below or thru online submission. The deadline of submission is on **July 8, 2022 /Friday** not later than **2:00pm**.

Contact Person : Eugene Asis, Procurement Officer
Office Address : Penthouse, UCPB Corporate Offices Building, 7907 Makati Ave.
Telephone No. : (+632) 8811-9000 loc 7245
Email Address : bacsecretariat@ucpbsavings.com/ EPasis@ucpbsavings.com



Dronnel A. Espina

BAC Secretariat

Date: July 1, 2022



Ma. Pamela V. Suarez

BAC Chairperson

Date: 07/01/2022

TERMS OF REFERENCE FOR GOODS AND SERVICES

Section 1: PURPOSE/ OBJECTIVE

UCPB SAVINGS (UCPBS) is in need of lessor that can provide Lease of Office Space for UCPBS Head Office within the Business District of Makati and Mandaluyong City as preferred location.

Section 2: MODE OF PROCUREMENT

UCPB SAVINGS (UCPBS) shall undertake procurement through the modality of negotiated procurement, particularly Lease of Real Property as provided under Section 53.10, Rule XVI of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act".

Section 3: APPROVED BUDGET FOR THE CONTRACT (ABC)

- The price proposal or quotation should not exceed the Approved Budget for the Contract (ABC) of **Six Million Six Hundred Thousand Pesos Only (Php6,600,000.00)**, inclusive of taxes and association dues as shown breakdown below.

Particulars	Monthly Rental Fee	Remarks
Lease Office Space	Php2,200,000.00	Inclusive of taxes and Association Dues
Two (2) Months Security Deposit	Php4,400,000.00	
Total Budget:	Php6,600,000.00	

- Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected;
- Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein as determined during the post-qualification procedure.



Section 4: OFFICE SPACE SPECIFICATIONS

1. A building/property with the following the technical specifications, taking into consideration the rating factors under Annex H of the 2016 Revised IRR of RA 9184, Implementing Guidelines for Lease of Privately-Owned Real Estate. The Property must be ready for occupancy or semi-fitted upon ocular inspection after the opening of the proposals.

A. Location and Site Conditions

1. Accessibility. The lease premises must be accessible to main thoroughfare and public transport.
- 2.
3. Topography and Drainage. The property shall be in an area where at least a 1.5 meters standard storm drainage system is in place. It must have an adequate and properly installed drainage system and not located in a flood prone area;
4. Parking Space. The property must have an exclusively parking space, with the building, 24/7, of at least 20 slots for UCPBS motor vehicles and clients, without prejudice to the provision of additional parking spaces, aside from non-exclusive privilege to use common parking space/area for free;
5. Economic potential. The property must be located in or nearby commercial or business district.

B. Neighborhood Data

1. Prevailing rental rate. The property's monthly rental rate must not be more than Php800.00 rental rate per square meter of the occupied area for lease of real estate with the same or similar condition or classification.
2. Sanitation and Health Condition. The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and comply with the health and sanitation standard required under the Sanitation Code of the Philippines.
3. Property Utilization. The property's best use for office with more or less 310 employees.
4. Police and Fire stations. The property must be located within the five (5) kilometers from police and fire stations.

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C. Real Estate

1. Structural Condition. The building is made of reinforced concrete, structural steel or a combination of both and is designed in compliance with the latest Building Code of the Philippines and the 2010 National Structural Code of the Philippines.
2. Functionality.
 - a. **Space requirements**. The building's leasable spaces must be at least 2,200 square meters.
 - b. **Room Arrangement**. The building office layout must be able to accommodate a modular type arrangement, cash and security document vault and storage area.
 - c. **Light and Ventilation**. All areas to be rented out including common areas of the building must have proper lighting and ventilation systems including built in or centralized air-conditioning facilities.
3. Facilities. The building must have the following facilities/amenities:
 - a. Main meter and/or sub-meter for electrical and water supply exclusively for the use of UCPBS;
 - b. Sufficient electrical fixtures, lighting fixtures and convenient outlets. There should also be provisions for electrical system (single-phase and three-phase) for the air-conditioning units and other office equipment to be installed;
 - c. Uninterrupted supply of potable water within the building for the use of UCPBS;
 - d. At least two fully operational and 24/7 accessible elevators for the UCPBS employees and its clientele/visitors, if the leasable space is located higher than the ground/road level;
 - e. Fire alarm/detection system, fire-fighting equipment and fire/emergency exits, as required under existing laws, rules and regulations;
 - f. Electrical Facilities / Requirements:

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- i. All electrical fixtures, convenience outlets, switches and telephone cabinet should be in good working conditions; and
 - ii. All electrical components within the building should meet at least 350 KVA electrical load requirements of UCPBS.
- g. One hundred percent (100%) back-up electricity for all office space including common areas, in case of power failure, to ensure no interruption in UCPBS work and deliverables.
- h. Comfort rooms with lavatories, mirrors, and exhaust fans for the use of UCPBS employees and clientele/stakeholders/visitors to accommodate approximately 310 persons and provision for PWD/Senior Citizens.
- i. Provision of 1 tonner inverter air-conditioning unit per 30 square meters usable office area and open vents for air-conditioning units. UCPBS should be allowed to demolish/chip portions of the walls and floors for the installation of air-conditioning units and other equipment, if needed.
- j. Efficient and reliable security system (e.g. security guards, and CCTV cameras) in the common areas in and around the building, as necessary.
- k. The UCPBS should be allowed to install its own security cameras (CCTV), among others, within the leased premises.
- l. With optional Free use of the any open space which can accommodate 100 pax for UCPBS events/activities.

4. IT Requirements. The building must have the following:

- a. Space for installation of horizontal and vertical network cabling (structured cabling infrastructure). If none, should be allowed to demolish/chip portions of the walls and floors and ceilings for the installation of network cables;
- b. Ceiling with removable/detachable acoustic board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables and wiring harness;
- c. Communication lines/system requirements (e.g. riser, piping, etc);



- d. Facility for cable entry (service entrance) for the possible installation of cables from telecommunication companies. Available facilities to install internet and communication cable; and
- e. Access to the building/ electrical room/ main distribution frame for any IT troubleshooting.

5. Other requirements. The building must have/ be:

- a. Overall façade and architectural design appropriate for an office building that regularly receives important clients;
- b. Provision for UCPBS signage;
- c. Well maintained facilities;
- d. Fully-secured and well-ventilated elevator and lobbies; and
- e. Secured parking space.

D. Minor Alterations.

The UCPBS shall have the right to make alterations or minor decorations within the leased premises and employ its own contractors.

Section 5: DURATION OF CONTRACT

- 1. The lease term shall be for a period for Five (5) Year commencing upon signing of Lease Agreement.
- 2. The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market Value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area.
- 3. The UCPBS shall notify the lessor in written to at least thirty (60) days prior to termination.

Section 6: DOCUMENTARY REQUIREMENTS

The prospective lessors must submit a draft lease contract, and the following valid, unexpired, authentic documents:

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1. Copy of PhilGEPS Registration certificate or number;
2. Mayor's Permit;
3. Business Income Tax Return;
4. Occupancy Permit and Fire Safety Inspection Certificate
5. Sanitary Permit
6. Proof of ownership of the Premises for Lease
7. Updated Real Estate Tax Payment

Section 7: OTHER PROVISIONS THAT SHALL BE INCLUDED IN THE CONTRACT

1. Upon signing of the Contract of Lease, UCPBS may pay a maximum of security deposit equivalent to two (2) months' rent, and one (1) month advance rental, as applicable.
2. The UCPBS may pre-terminate this Contract of Lease, with or without cause, without forfeiting its security deposits and/or advance rentals and without incurring any liability or obligation to pay the rentals for the remaining term of the lease by giving the Lessor sixty (60) days written notice.
3. The Lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment/ systems/components caused by natural or man-made calamities. The expenses for the aforementioned shall be shouldered by the Lessor;
4. The Lessor shall provide janitorial services for the proper maintenance of common areas. However, the lessor may allow UCPBS to utilize its contracted janitorial services for the space it shall exclusively use;
5. The Lessor shall provide at least monthly general pest and rodent control services; and disinfection services;
6. The Lessor shall provide security guards for the building and building parking area. However, the lessor may allow UCPBS to utilize its contracted security services for the space it shall exclusively use; and
7. Any movable structure installed by UCPBS shall be removed from the leased office space once the lease expires or is terminated.

Section 8: SCHEDULE OF PAYMENT

1. The Lessor shall issue invoices/ billing statement to UCPBS on a monthly basis in respect of charges accrued in the prior month, each invoice to set out in sufficient

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details the calculation of the charges, and to be accompanied by such information as UCPBS may reasonably require for verification of the same.

2. Payment shall be made within thirty (30) working days upon receipt of invoice/ billing statement.
3. All rates shall be inclusive of all applicable taxes including 12% VAT.
4. The Lessor shall issue Official Receipt (OR) upon issuance of Credit Memo from UCPBS Controllershship Division, as proof of remittance of payment.
5. The Lessor is encouraged to open a savings/ current account/s with UCPBS, which shall be used for payment purposes.

Section 9: CRITERIA FOR EVALUATION

The lessors shall be evaluated in accordance with the Guidelines of Lease of Privately-Owned Real Estate (Annex H of the 2016 Revised IRR of RA 9184).

Section 10: SUBMISSION, RECEIPT, MODIFICATION AND WITHDRAWAL OF BIDS

1. Interested Lessors shall accomplish and submit all forms (***Annex A, B, and C***) with their proposal/quotation through their duly authorized representative.
2. Only one (1) set of documents certified to be true copies of the original shall be required. The envelope shall contain the name of the project in capital letters and bead the name and address of the lessor in capital letters.
3. Proposals and other documents required shall be submitted manually to UCPBS BAC Secretariat Office at 18th Floor, UCPB Corporate Offices Building, 7907 Makati Avenue, Makati City, on or before the deadline of submission as stated in this Request for Quotation (RFQ).

Late submission of quotations shall not be accepted and considered.

4. Unsealed or unmarked envelopes shall be rejected. However, envelopes that are not properly sealed and/or marked shall be accepted, provided that the lessor or its duly authorized representative shall acknowledge such condition of the proposal as submitted.

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The UCPBS BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked proposal, or for its premature opening.

5. In case of modification, it must be done before the deadline for submission and receipt of proposals, and labelled as a “modification”. The time stamped or indicated in the latest proposal received shall be the official time of submission.
6. The proposals/quotations shall contain the following documents:
 - a. *Mayor’s Permit for the year 2022;
 - b. *PhilGEPS Registration Number;
 - c. Latest Income Tax Return and VAT returns (*filed copy from electronic filing and payment system*);
 - d. Occupancy Permit and Fire Safety Inspection Certificate.
 - e. Proof of ownership of Premises for Lease
 - f. Sanitary Permit
 - g. Updated Real Estate Tax Payment

*PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility document A & B.

7. Price proposals/ quotations shall remain valid for a period not exceeding forty-five (45) calendar days from the date of the opening of price proposals/quotations.
8. A bidder/lessor may modify its price proposals/ quotations before the deadline for the submission of price proposals/quotations.
9. A bidder/lessor may, through letter, withdraw its price proposals/ quotations before the deadline for submission of price proposals/ quotations. Withdrawal of any price proposals/ quotations after the deadline shall subject the concerned vendor to appropriate sanctions as prescribed in the IRR of RA 9184.

Section 11: RIGHT TO REJECT PRICE PROPOSAL/ QUOTATIONS AND ANNUL THE PROCUREMENT PROCESS

The UCPBS (Bank) reserves the right to reject any or all price proposals/ quotations and to annul the procurement process, at any time prior to contract award, without thereby incurring any liability to the affected lessor, and to accept only the offer that is most advantageous to the Government.





Date: _____

Proposal Form (Annex A)

The Bids and Awards Committee
UCPB Savings, Inc.
Penthouse, UCPB Corporate Offices Building
7970 Makati Avenue, Makati City

Project Name: Lease of Office Space for UCPBS Head Office
Reference No.: RFQ-GSD-001-20-06-2022

Gentlemen:

Having examined the Request for Quotation and TOR (RFQ-GSD-001-20-06-2022), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to UCPBS in conformity with the said Terms of Reference (TOR) for the sum stated hereunder:

QTY	UOM	ITEM DESCRIPTION	TOTAL AMOUNT
1	Lot	Lease of Office Space for UCPBS Head Office	
Total Price in words:			

We undertake, if our proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

We agree to abide by this bid for the proposal validity period specified in Section 10.7 of this TOR, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal that you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 10.

Name: _____

Legal capacity: _____

Signature and Date: _____

Duly authorized to sign the Proposal for and behalf of: _____



Schedule of Requirement (Annex B)

SCHEDULE OF REQUIREMENTS

QTY		UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1		Lot	Lease of Office Space for UCPBS Head Office	Ready for occupancy/semi fitted upon receipt of the Notice to Proceed (NTP)

I hereby commit to deliver the required quality and quantities of upon receipt of the Notice to Proceed (NTP) as indicated above.

Name of Company

Signature over printed name
of the Authorized Representative

Date

Technical of Requirements (Annex C)

TECHNICAL REQUIREMENTS

Project Name : LEASE OF OFFICE SPACE FOR UCPBS HEAD OFFICE
Project Reference : RFQ-GSD-001-20-06-2022

Quantity : 1 LOT
Approved Budget for : Php6,600,000.00
The Contract (ABC)

UCPBS Requirements	Statement of Compliance
Compliance with the Terms of Reference (TOR)	

Grand Total (Amount in Words):

NOTES:

1. The Lessor shall indicate its compliance to UCPBS Technical Requirements on the column marked "STATEMENT OF COMPLIANCE" by using only the words "COMPLY" or "FOLLOWED". Symbols or characters such as "DITTO" or QUOTATION MARKS are NOT ACCEPTABLE. Should the lessor deviate from UCPBS requirements, it shall indicate the exact offer on the space provided in the same column marked as "STATEMENT OF COMPLIANCE". Supporting documentation and technical brochures must be provided.
2. In case the provided spaces are not enough, use additional sheet and indicate "SEE ATTACHED" on the space provided.
3. Unless otherwise specified, requirements indicated above are minimum.
4. Failure to provide the necessary information/ data required in this technical requirement may cause the disqualification of proposal.

Lessor's Name:	
Authorized Representative:	
Designation:	
Contact Number:	
Signature:	
Date:	
PhilGEPS Registration Number:	

