



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

18/F UCPB Building  
7907 Makati Avenue, Makati City  
Philippines 0728

tel: (632) 811-9000  
fax: (632) 811-9586

**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 One (1) Year Lease of Parking Space for UCPBS Motor Vehicles for Visayas Area (Naga City, Cebu) - (RFQ-ARM-002-09-06-2022)**, subject to the attached Terms of Reference (TOR):

<b>Project Name:</b>	<b>Procurement of One (1) Year Lease of Parking Space for UCPBS Motor Vehicles for Visayas Area (Naga City, Cebu)</b>
<b>Reference No.:</b>	<b>RFQ-ARM-002-09-06-2022</b>
<b>Location:</b>	UCPBS Head Office, 18 <sup>th</sup> floor, UCPB Corporate Offices Building, 7907 Makati Avenue, Makati City
<b>Approved Budget:</b>	One Hundred Eight Thousand Pesos Only (Php108,000.00) 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. The deadline of submission is on **June 16, 2022 /Thursday** 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](mailto:bacsecretariat@ucpbsavings.com)/ [EPasis@ucpbsavings.com](mailto:EPasis@ucpbsavings.com)

  
\_\_\_\_\_  
**Dronnel A. Espina**

BAC Secretariat

Date: 10 June 2022

  
\_\_\_\_\_  
**Ma. Pamela V. Suarez**

BAC Chairperson

Date: \_\_\_\_\_

## TERMS OF REFERENCE FOR GOODS AND SERVICES

**Project Name: ONE (1) YEAR LEASE OF PARKING SPACE FOR UCPBS MOTOR VEHICLES FOR VISAYAS AREA (NAGA CITY, CEBU)**

### **Section 1: PURPOSE/ OBJECTIVE**

UCPB SAVINGS (UCPBS) is in need of lessor that can provide One Year Lease of Parking Space for UCPBS Motor Vehicles (REPO, ROPA and FFE) for Visayas Area within Naga City, Cebu (RFQ-ARM-002-09-06-2022) 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)**

1. The price proposal or quotation should not exceed the Approved Budget for the Contract of **One Hundred Eight Thousand Pesos Only (Php108,000.00)**;
2. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected;
3. The above ABC is merely an estimate for budget purpose and does not entitle the lessor to claim the entire amount. Payments to lessor shall be based on the actual monthly billing submitted. The lessor shall include all applicable government taxes and other charges including insurance coverage.
4. 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: PARKING SPACE SPECIFICATIONS**

A parking space with the following technical specifications taking into consideration the rating factors under Appendix A of GPPB 2016 Implementing Rules and Regulations (IRR) for Lease of Privately-Owned Real Estate:

**A. Location and Site Condition:**

1. Within five (5) kilometer radius from UCPB Savings – Naga Cebu Branch located at E. Sayson Street, Central Poblacion, Naga City, Cebu;
2. Accessibility. The property must be accessible to main thoroughfare;
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. The parking spaces must be an exclusive used for UCPBS motor vehicles with approximate capacity of at least 14 cars;
5. Economic potential. The property must be located in or nearby commercial or business district.

**B. Neighborhood Data**

1. Prevailing rental rate. Parking rental rate must not be more than One Thousand Pesos (Php1,000.00) per unit per month inclusive of VAT;
2. Adverse Influence. The property must be free from informal settlers within a radius of 400 meters;
3. Property utilization. The property's best use for safekeeping of UCPBS motor vehicles; and
4. Police and Fire stations. The property must be located within the five (5) kilometers from police and fire stations.

**C. Parking Space**

1. Functionality. Space requirements. The leasable spaces must be adequate for UCPBS requirement area of at least 500 square meters;
2. Covered area to accommodate at least 20 UCPBS motor vehicles;
3. Guaranteed use of parking 24/7 including weekends and holidays;

**D. Other requirements. The building must have/ be:**

1. Overall façade must be appropriate for parking space;
2. Safety entry and exit points with security guard
3. Provision for agency signage;
4. Properly maintained; and
5. Fully secured and enclosed.

**E. Free Services**

1. Any other services that the lessor may offer.

**Section 5: DURATION OF CONTRACT**

1. The parking space lease term shall be for a period for One (1) Year commencing upon issuance of Notice to Proceed (NTP).
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

**Section 6: QUALIFICATION**

The Lessor must be a reputable owner or operator of a car park/ parking space and has been in the business for at least one (1) year.

**Section 7: CRITERIA FOR EVALUATION**

The bidder/ lessor shall be evaluated in accordance with the Guidelines for Lease of Privately-Owned Real Estate (Appendix A of the IRR of RA 9184).

**Section 8: GENERAL TERMS, CONDITIONS AND SCHEDULE OF PAYMENT**

1. The Leased area shall be used exclusively by the duly authorized UCPBS vehicles, and the UCPBS shall observe the parking rules and regulations of the Lessor;

2. The Lessor undertakes to keep all UCPBS vehicles safe and secure at all times which include cleanliness and maintenance of the leased area;
3. The Lessor shall notify and/or coordinate with the authorized UCPBS representative within 24 hours from the time of knowledge or discovery of the untoward incident involving UCPBS vehicles within or inside the leased premises. An incident report shall be submitted within 48 hours from the time of knowledge or discovery;
4. 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 details the calculation of the charges, and to be accompanied by such information as UCPBS may reasonably require for verification of the same.
5. **The Lessor shall charge the UCPBS an actual usage of parking slot with the rate of not more than One Thousand Pesos Only (Php1,000.00) per unit per month basis.**
6. Payment shall be made within thirty (30) working days upon receipt of invoice/ billing statement.
7. All rates shall be inclusive of all applicable taxes including 12% VAT.
8. The Lessor shall issue Official Receipt (OR) upon issuance of Credit Memo from UCPBS Controllershship Division, as proof of remittance of payment.
9. The Lessor is encouraged to open a savings/ current account/s with UCPBS, which shall be used for payment purposes.

#### **Section 9: SUBMISSION, RECEIPT, MODIFICATION AND WITHDRAWAL OF BIDS**

1. Interested Lessors shall submit their price proposal/quotations through their duly authorized representative.
2. Price proposals/quotations shall contain the following documents:

##### **A. TECHNICAL AND ELIGIBILITY PROPOSAL**


Eligibility Requirement	Documents to be submitted / presented (Valid and Current)
a) Must be duly registered Philippine Corporation, sole proprietorship or partnership of Filipino citizenship	a. SEC Registration, Articles of Incorporation, By-Laws, and Latest GIS for Corporation



providing actuarial services in banking industry.	b. SEC Registration and Articles of Partnership for Partnership c. DTI and Application of Business Name for Sole Proprietor d. Valid and Current Mayor's Permit/ Business Permit/ BIR Registration e. PhilGEPS Registration Number/ Certificate f. Notarized Omnibus Sworn Statement in accordance with prescribed form in Annex C g. Income/ Business Tax Return
b) Must have experience/ track record of completed contract/project of the same nature in the Philippines for the past three (3) years.	Submit a list of all clients and the completed projects/contract for the past three (3) years.

***Based on the eligibility requirements, service providers will be rated as "Pass" or "Failed".***

## **B. FINANCIAL PROPOSAL**

- |  |   |
|--|---|
| c) Completely and properly filled-out Financial Component Form (See Annex B)<br>d) The total amount shall be equal or less than ABC. All quotations exceeding the ABC shall be automatically rejected.<br>e) Price proposals/ quotations shall be quoted in Philippine Peso and inclusive of all applicable taxes and charges. |  |
|--|---|

- 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.
- The sealed price proposals/ quotations shall be received by the BAC Secretariat on the date, time and place specified in the Request for Quotation.

5. A bidder/lessor may modify its price proposals/ quotations before the deadline for the submission of price proposals/quotations.
6. 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 10: LIQUIDATED DAMAGES**

1. Where the Lessor refuses or fails to satisfactorily complete the work within specified contract time, plus any extension time duly granted and is hereby in default under the contract, the Lessor shall pay UCPBS for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of the contract, equal to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract, of which UCPBS may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances such as but not limited to forfeiture of performance security and/or blacklisting of the latter.
2. For entitlement to such liquidated damages, UCPBS need to prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due the Lessor under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the Lessor at UCPBS's convenience.

#### **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.

*wey*

*[Signature]*

ANNEX "A"

# TECHNICAL PROPOSAL REPLY SLIP

*[Handwritten signature]*



TECHNICAL PROPOSAL		
Particulars	Requirement per TOR	Statement of Compliance
Engagement of lessor to provide One Year Lease of Parking Spaces for UCPBS Motor Vehicles for Visayas Area (Naga City, Cebu) (RFQ-ARM-002-09-06-2022)	As stated on the TOR	

Grand Total (Amount in Words):

**NOTES:**

1. The vendor 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 vendor 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 Proposal Reply Slip may cause the disqualification of bid.

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

## ANNEX "B"

# FINANCIAL COMPONENT FORMS REPLY SLIP

*ucpb*

*[Signature]*



## BID FORM

Date: \_\_\_\_\_

TO: **BIDS AND AWARDS COMMITTEE (BAC)**  
UCPB SAVINGS, INC.  
Penthouse, UCPB Corporate Offices  
7907 Makati Avenue, Makati City

Project Name: **One Year Lease of Parking Space for UCPBS Motor Vehicles  
for Visayas Area (Naga City, Cebu)**

Reference No.: **RFQ-ARM-002-09-06-2022**

Gentlemen:

Having examined the Terms of Reference including Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to UCPBS in conformity with the said Terms of Reference for the sum of *[insert amount in words and figures]* or such other sums as may be ascertain in accordance with the Bid Prices attached herewith and made part of this bid

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in Section 5 of this TOR.

We agree to abide by this bid for the Bid validity period specified in Section 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 Bid, 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 Bid that you may receive. We certify/confirm that we comply with the eligibility requirements as per Section 7.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

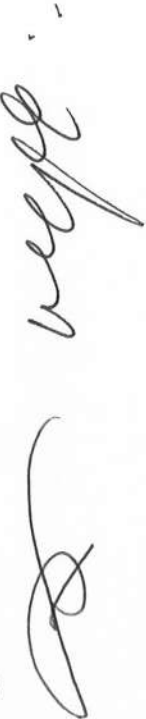
*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## ANNEX "C"

# OMNIBUS SWORN STATEMENT



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true





and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any**



payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*