

**TECHNICAL SPECIFICATIONS FOR LEASE OF PROPERTY
(OFFICE SPACE) AND VENUE FOR DOT-NCR REGIONAL
OFFICE AND PARKING SPACE**

After having carefully read and accepted the Terms and Conditions, I / we submit my / our quotation as follows (*Bidders are required to take note of the * portion at the last page of this form before filling up the required columns*):

REQUIREMENT Lease of Real Property and Venue for DOT-NCR Regional Office and Parking Space			
PROJECT TITLE Lease of Real Property and Venue for DOT-NCR Regional Office and Parking Space			
APPROVED BUDGET COST (ABC) Five Million Nine Hundred Ten Thousand Pesos (Php5,910,000.00) inclusive of VAT, Security Deposit for three (3) months, Building management Fees, Utilities such as but not limited to water, Aircon facilities and construction fees, Refundable Construction Bond, Evaluation Fee and Refundable Monitoring Fee			
TECHNICAL SPECIFICATION	STATEMENT OF COMPLIANCE		LEVEL OF COMPLIANCE*
	COMPLIANT	NOT COMPLIANT	
I. Availability			
Available ASAP preferably November 2023 (after fit out period) to November 2024, with option to Renewal			
With available two-month rent-free construction period			
II. Location and Site Condition			
a. Office building and location should preferably be in Central Business District accessible to Public Utility Transport such as buses, taxis, metro rail transit and other public utility vehicles			
b. Location should be fully accessible to clients, employees and to general public.			
c. Located near tourism attractions, accommodation establishments and other tourism-related enterprises.			
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. 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			
III. 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.			

<p>b. Sanitation</p> <ul style="list-style-type: none"> 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. 			
<p>c. Police and fire station</p> <ul style="list-style-type: none"> • <i>There is a police station within 5km from the office building</i> • <i>There is a fire station within 5km from the office building</i> 			
<p>d. Access to food and other services (including banks)</p> <ul style="list-style-type: none"> 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. 			

IV. Real Property

<p>a. Built in 2013 onwards.</p> <p>b. Compliant with the National Building Code of the Philippines (i.e. with Certificate of Occupancy)*</p> <p>c. Compliant with relevant occupational and safety rules and standards <i>*Bidder to submit copy of relevant documents as proof of compliance together with the bid proposal.</i></p> <p>d. With the following functionalities:</p> <ul style="list-style-type: none"> 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 			
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<p>service providers: PLDT, Smart, Globe, Eastern Telecom, etc.;</p> <p>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;</p> <p>o With adequate provision and redundancy of power and water supply;</p> <p>o With adequate provision of fire exits and fire fighting equipment in common areas;</p> <p>o With suitable flooring material for office use;</p> <p>o Allows potted plants in the building;</p> <p>o With provision for posting tarpaulins in the exterior;</p> <p>o The office space is attractive, well-lighted with natural light and fit for office work;</p> <p>o The office space requires minimum repair works.</p> <p>e. With other needed services and facilities:</p> <p>o Office building has 24/7 security;</p> <p>o Air-conditioning is provided in all areas of the premises;</p> <p>o Back-up generator is provided by the lessor for use during power outage;</p> <p>o There are elevator units with 24/7 access to higher floors (when applicable);</p> <p>o Provision of repair and maintenance to common use service area and air-conditioning units;</p> <p>o Garbage collection services and/or room is provided to all building tenants by the lessor.</p>			
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A*Bidder/s are encouraged to be as specific as possible in stating level of compliance to the technical specifications.

Offered Quotation in Words:		
Offered Quotation in Figures:		
_____ Signature Over Printed Name of Bidder	_____ Position / Company	_____ mm / dd / year