

Technical Specifications

INSTRUCTION: Bidders must state under the Statement of Compliance either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the **form of the manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate.** A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item	Specification	Statement of Compliance
	<p>I. Background</p> <p>The Department of Tourism (DOT) Regional Office IV-B (MIMAROPA), through the General Appropriations Act (GAA) Funds 2023 intends to Rent an Office Space for One (1) Year Period and subject for renewal.</p> <p>II. Office Space Specifications</p> <p>A building/property with the following technical specifications taking into consideration the rating factors under Appendix B of Appendix H of The 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184.</p> <p>A. Location and Site Condition</p> <p>A.1. Accessibility. The location of the office space to be leased must be strategically located within 15 km radius from the Ninoy Aquino International Airport. The proposed office space should be accessible to public transportation and convenient to the commuting public clients and employees.</p> <p>A.2. Topography and Drainage. It must have an adequate and properly installed drainage system and not located in a flood prone area.</p>	

	<p>A.3 Sidewalk and Waiting Shed. The property shall have ample pedestrian sidewalks.</p>	
	<p>A.4. Parking Space. The property must have a parking space for at least five (5) vehicles for the office.</p>	
	<p>A.5. Economic Potential. The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).</p>	
	<p>B. Neighborhood Data</p>	
	<p>B.1. Prevailing Rental Rate. Property’s rental rate must be within the Approved Budget of the Contract of Php 7, 800, 000.00, including monthly payment, two (2) months deposit, and one (1) month advance rent payment</p>	
	<p>B.2. Sanitation and Health Condition. The property must be located in a sanitary and healthy environment. It must have proper garbage facilities and complies with the health sanitation</p>	
	<p>B.3. Adverse Influence. The property must be free from informal settlers within a radius of 200 meters.</p>	
	<p>B.4. Property Utilization. The property’s highest and best use is for an office/commercial building.</p>	
	<p>B.5. Police and Fire Stations. The property must be located preferably within ten (10) kilometers from police and fire stations.</p>	
	<p>B.6. Cafeterias. Adequate food establishments/ eateries/ cafeterias/restaurants must be within the immediate proximity of the property.</p>	
	<p>B.7. Banking/Postal/Telecommunication. The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.</p>	
	<p>B.8. Other Services. The property must be accessible to government and health service centers.</p>	
	<p>C. Real Property</p>	
	<p>C.1. Structural Condition. The building should be in compliance with the Building Code of the Philippines and all other related laws and has a Fire Safety Inspection Certificate from the Bureau of Fire Protection (BFP). The building should not be built more than 15 years or has renovated for not more than five (5) years</p>	

C.2 Functionality	
C.2.a	Space Requirements. The building’s leasable spaces must be adequate for DOT-MIMAROPA’s floor requirement of at least 400 sq. meters.
C.2.b	Light and Ventilation. The office space to be leased can be able to accommodate proper natural lighting and ventilation.
C.3 Facilities	
C.3.a	Main meter and/or sub-meter for electrical and water supply exclusively for the use of DOT-MIMAROPA
C.3.b	Sufficient electrical outlets;
C.3.c	There should be a full backup power in case of power interruption;
C.3.d	Sufficient supply of water within the building;
C.3.e	There must be ample provision of elevator/s for DOT MIMAROPA personnel and its clientele/visitors if the building is three (3) storey or above;
C.3.f	Fire alarm/detection system, firefighting equipment and fire/emergency exits are available and fully compliant to the requirements of the Bureau of Fire Protection and Fire Code of the Philippines;
C.3.g	Provision for separate comfort rooms (CR) for Male and Female with lavatories for the use of DOT-MIMAROPA employees and/or clientele/ visitors; and a separate comfort room for the Director/s
C.3.h	The office should be allowed to introduce room partition / division / non-structural improvements or installation of AC units and other equipment; and
C.3.i	The DOT MIMAROPA is allowed to hang/post/place objects and/or LED walls and/or large format- TVs on walls, windows and immediate office space vicinity.

C.3.j	All electrical fixtures, convenience outlets switches and telephone jacks/ terminals shall be in good working condition and fully compliant with the requirements of the Bureau of Fire Protection and Fire Code of the Philippines;
C.3.k	All electrical components within the building shall meet the electric load requirements provided for by DOT MIMAROPA.
C.4 Other Requirements	
C.4.a	Financial Considerations. The government only allows a maximum deposit of two (2) months deposit and one (1) month advance rent;
C.4.b	The provider should open a Landbank account and accept payment through ADA. Otherwise, bank fees should be shouldered by the lessor;
C.4.c	Annual escalation should be a maximum of 5%;
C.4.d	The DOT-MIMAROPA should be given at least two (2) months of free rent before the commencement of the lease for fitting and renovation;
C.4.e	<p>The building must have/be:</p> <ul style="list-style-type: none"> ● Ready for occupancy; ● Overall façade and architectural design appropriate for an office building; ● Provision for agency signage; ● Properly maintained; ● In a secured location; and ● Able to accommodate an average of twenty (20) clients per day.
IT Requirements	
C.4.e	The DOT-MIMAROPA should be allowed to demolish/chip portion of walls, floors and ceilings for the installation of data cables;

C.4.f	There should be ample provision for communication lines system requirements (e.g. riser, piping, etc.); and	
C.4.g	24/7 access to the building/electrical room/main distribution frame for IT troubleshooting and CCTV	
C.4.h	The DOT-MIMAROPA will be allowed to install Vendo machines for its clients and employees.	
Repairs and Maintenance		
C.4.i	All major or extraordinary repairs for the preservation and/or conservation of the leased premises shall be for the account of the bidder; while ordinary repairs relating to/resulting from/necessitated by the daily use of the leased	
III. DURATION OF THE CONTRACT		
The Lease Term shall be for a period of one (1) year which shall commence after the completion of the fitting period, and renewable subject for annual evaluation.		
IV. ALTERATIONS		
The CFO, subject to the Lessor’s approval, shall have the right to make alterations or minor decorations within the leased premises and employ its own contractors.		
V. NAMING AND SIGNAGE		
The DOT-MIMAROPA shall be allowed to put up appropriate signage. DOT- MIMAROPA acknowledges that all signage locations and plans are subject to final approval of the Lessor, whose approval should be issued within a reasonable period of time.		
VI. PAYMENT		
Monthly Payment		
<input type="checkbox"/> A monthly payment of rent shall be made on or before the 15th day of each and every month for the term of this lease.		
<input type="checkbox"/> Rental payment shall be paid to the lessor net of withholding tax. DOT-MIMAROPA will directly remit the withholding tax to the BIR.		

	<p>Advance Rent</p> <p><input type="checkbox"/> Upon signing of the Contract of Lease, the DOT-MIMAROPA shall pay a security deposit the sum of two (2) months rental deposit which shall remain intact, without interest, and shall be refunded after the termination/expiration of lease and only when DOT- MIMAROPA (a) have vacated the leased premises and emptied it of personal properties and occupants/tenants; (b) upon submission of official receipts to show that electricity, water, telephone and all other utility bills have been fully settled; and (c) upon application/deduction of such amount/s determined to be necessary to answer for any and all damages caused to the leased premises and its restoration to the same condition as when DOT-MIMAROPA entered the leased premises.</p>	
	<p>Taxes</p> <p><input type="checkbox"/> The real property taxes for the lot and the building shall be for the sole account of the bidder; while real property taxes on the improvement/s, if any, and all other additional assessments that may be levied by the National Government and/or the Local Government shall be for the sole account of DOT-MIMAROPA. DOT-MIMAROPA shall deduct and remit withholding taxes to the Bureau of Internal Revenue.</p>	
	<p>VII. TERMINATION</p> <p>DOT MIMAROPA has the right to pre terminate the lease contract upon three (3) months written notice to the lessor.</p>	

Conforme:

Name of Bidder’s/Representative:

Signature:

Date:
