



REQUEST FOR QUOTATION

LEASE OF WAREHOUSE SPACE FOR RECORDS, SUPPLY AND MOTORPOOL FOR THREE (3) YEARS (RFQ No. LORP-2024-03-GSA)

The Philippine Health Insurance Corporation, pursuant to the CY 2024 Corporate Operating Budget, intends to apply the sum of **Twenty-One Million Six Hundred Eighty-Three Thousand Six Hundred Fifty-Two Pesos and Sixty Centavos (P21,683,652.60)** being the Approved Budget for the Contract (ABC) for the **Lease of Warehouse Space for Records, Supply and Motorpool for Three (3) Years** with the following details:

ITEM NO.	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	Cost of Rental	P21,266,381.10
2	Association/ Maintenance Dues	P417,271.50
TOTAL:		P21,683,652.60

Quotation received in excess of the ABC for each item shall be automatically rejected at the opening of the submitted price quotation.

Proponents are invited to submit quotation/ best offer, subject to the compliance with the Technical Specifications attached hereto as Annex "A" and Terms and Conditions provided below, **on or before 15 April 2024 (Monday) until 10:00 a.m.** The Opening of the sealed Quotation will be held on **15 April 2024 (Monday) at 10:30 a.m. together with the following documentary requirements:**

- CY 2024 Mayor's or Business Permit;
- Annual Income/Business Tax Return for CY 2022; and
- PhilGEPS Registration Number/Certification;

The accomplished and signed Request for Quotation (RFQ) Form (Annex "B") shall be submitted in a **SEALED** and **SIGNED** envelope via mail or courier, **LABELED** as follows:

Lease of Warehouse Space for Records, Supply and Motorpool for Three (3) Years (RFQ NO. LORP-2024-03-GSA)

COMPANY NAME: _____
ADDRESS: _____

**PHILIPPINE HEALTH INSURANCE CORPORATION
BIDS AND AWARDS COMMITTEE- GOODS AND SERVICES A**

DO NOT OPEN BEFORE (Date and Time of the opening of Quotation)



Handwritten initials/signature: "K up" and "PN"



The prospective lessor with the Lowest Calculated Quotation shall submit the following documents during post-qualification:

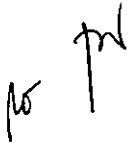
- a) Valid Tax Clearance;
- b) Proof of payment for the PhilHealth Premium contribution from September 2023- February 2024;
- c) Occupancy Permit;
- d) Latest Annual Inspection Permits/Certificates from the LGU:
 1. Fire Safety Inspection Certificate
 2. Electrical Inspection Certificate
- e) Copy of As-built Plan if there are any.

The Philippine Health Insurance Corporation reserves the right to reject any and all quotation, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected lessor/lessors.

For further information, please refer to:

Secretariat for the Bids and Awards Committees
PhilHealth Head Office, Room 1003, 10th Floor,
Czystate Centre Building 709 Shaw Blvd., Bgy. Oranbo, Pasig City
Telephone: 8662-2588 local 7675 /8637-4735
Email address: sst.sbac@gmail.com


ACTING SVP NERISSA R. SANTIAGO
Chairperson, BAC-GS A 



****INSTRUCTION TO SUPPLIERS****

1. Submit your quotation using the prescribed **Request for Quotation Form (Annex B)**.
2. Accomplish the **Request for Quotation Form** and do not alter the contents of the form in any way.
3. Non-compliance with and belated submission of the **accomplished Request for Quotation Form** along with the **Documentary Requirements** as stated above shall be automatically disqualified.

TERMS AND CONDITIONS:

1. Lessors shall provide correct and accurate information required in this form.
2. **Lessors shall quote on all items.**
3. Price quotation/s must be valid for **thirty (30) calendar days** from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotation exceeding the Approved Budget for the Contract for each item shall be rejected. Award of contract shall be made to the lowest calculated quotation, passed the technical evaluation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. PhilHealth shall have the right to inspect the rentable space to confirm their conformity with the technical specifications.
8. In case of the two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, PhilHealth shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. Payment shall be made via check (Land Bank) upon the submission of the required supporting documents.
10. The contracting parties shall comply with No Gift Policy of the Corporation.
11. Each of the documents submitted in satisfaction of the requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

TECHNICAL SPECIFICATIONS

I. LOCATION

The location of the warehouse to be leased must be strategically located within thirty (30) kilometers from PhilHealth Head Office.

II. SPACE REQUIREMENTS

The Warehouse may be a single or more units with a total rentable area of at least THREE THOUSAND square meters (3,000m²).

Note: Rentable Area refers to the total area of the real estate in square meters being occupied or to be occupied by the Lessee less the common area like lobby, stairway, elevator hall, common comfort room, machine room for air conditioner, and other areas of common use by the public or upper floor occupants. (GPPB, Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue, Appendix B Item 1.1.4, GPPB Resolution No. 08-2009)

III. PARKING REQUIREMENT

The Lessor shall provide for free one (1) parking slot in every 250sq.m. of rentable space for the exclusive use of PhilHealth vehicles.

IV. BUILDING EQUIPMENT AND FACILITIES

- A. The Warehouse shall be structurally sound and made of reinforced concrete, structural steel or combination of both.
- B. The Warehouse shall be free from flooding caused by heavy downpour of rains and overflowing of water.
- C. The Warehouse must have the following facilities/amenities:
 1. Main meter and/or sub-meter for electrical and water supply exclusively for the use of PhilHealth.
 2. Sufficient supply of water.
 3. Sufficient electrical power supply for electromechanical equipment such as ventilating fans/blowers, air-conditioning equipment and Motorpool equipment. Power supply shall be coming from Main Electrical Panel Board which is composed of main circuit breaker and distribution circuit breakers.
 4. Sufficient electrical fixtures such as lightings and convenience outlets which are all in good working condition.
 5. Well-ventilated Comfort Rooms (CRs) with working fixtures such as lavatory, hose bib and water closet for both male and female, which may be unisex.
 6. Floor to ceiling height of the warehouse shall not be less than 3.0 meters.
 7. The property shall be accessible through public transport and emergency vehicles such as fire trucks
 8. Preferably there is an available office space within the warehouse for use of PhilHealth personnel.

V. TERM OF LEASE

The basic term of contract shall be for a period of three (3) years.

VI. DOCUMENTARY REQUIREMENTS (To be submitted during post-qualification)

- A. Occupancy Permit
- B. Latest Annual Inspection Permits/Certificates from the LGU:
 - 1. Fire Safety Inspection Certificate
 - 2. Electrical Inspection Certificate
- C. Copy of As-built Plan if there are any

VII. OTHER PROVISIONS TO BE INCLUDED IN THE CONTRACT

- A. The Lessor shall apply pest control and rodent control on all the areas occupied by PhilHealth at least once every three (3) months.
- B. The Lessor shall undertake major repairs and maintenance of the premises including damages on civil, electrical, sanitary, and mechanical equipment/systems/components caused by natural or human-induced calamities. The expenses for the aforementioned shall be shouldered by the Lessor.
- C. A moratorium for the rental fee shall be imposed on the affected areas due from the occurrence of damages in the warehouse. The computation for the moratorium of the rental fee shall start from the date of occurrence of the damages in the warehouse until such damages have been repaired or restored completely and ready for occupancy.
- D. Only busted lighting fixtures such as 30W/40W fluorescent lights, incandescent bulbs not more than 100W and CFL bulbs not more than 16W may be replaced by PhilHealth.
- E. The Lessor shall provide sufficient ABC fire extinguishers of 10 to 20lbs. located strategically within the warehouse. Such fire extinguishers shall be checked regularly to be in good working order, fully charged and must be replaced immediately when found having insufficient pressure.
- F. Leasehold improvements may be done by PhilHealth within the warehouse with written approval from the Lessor.
- G. Any movable structures installed by PhilHealth may be removed if the office space is vacated.
- H. The Corporation shall pay three (3) months security deposit. No advance lease payment shall be allowed;
- I. Rental payment of the leased premises shall be in Philippine Pesos and will be based on the agreed amount per square meter, per month, inclusive of VAT.

REQUEST FOR QUOTATION FORM

After having carefully read and accepted the Technical Specifications and Terms and Conditions of this RFQ, hereunder is our quotation as follows:

I. COMPLIANCE TO TECHNICAL SPECIFICATIONS			
TECHNICAL SPECIFICATIONS	COMPLIANCE		REMARKS
	YES	NO	
LOCATION Please refer to Item I of the Technical Specifications			
SPACE/ AREA REQUIREMENTS Please refer to Item II of the Technical Specifications			
PARKING REQUIREMENT Please refer to Item III of the Technical Specifications			
BUILDING EQUIPMENT AND FACILITIES Please refer to Item IV of the Technical Specifications			
TERM OF LEASE Please refer to Item V of the Technical Specifications			
DOCUMENTARY REQUIREMENTS Please refer to Item VI of the Technical Specifications			
OTHER PROVISIONS TO BE INCLUDED IN THE CONTRACT Please refer to Item VII of the Technical Specifications			

Signature of Authorized Representative : _____
 Name of Authorized Representative : _____
 Position : _____
 Name of Company : _____
 Office Telephone/Fax/Mobile Nos. : _____
 Email Address : _____
 Date : _____

II. PRICE QUOTATION/ FINANCIAL OFFER (The quotation shall not exceed the ABC per item and the total ABC)	
Cost of Rental per square meter per month (Inclusive of VAT):	IN FIGURES: ₱ _____ IN WORDS:
Cost of Rental Cost per square meter per month x 3,000 square meters x 36 months (Inclusive of VAT)	IN FIGURES: ₱ _____ IN WORDS:
Association Dues Cost per square meter per month x 3,000 square meters x 36 months (Inclusive of VAT)	IN FIGURES: ₱ _____ IN WORDS:
Total Price Quotation Total Cost of Rental and Association Dues for Three (3) Years or 36 months (Inclusive of VAT)	IN FIGURES: ₱ _____ IN WORDS:

Signature of Authorized Representative : _____
Name of Authorized Representative : _____
Position : _____
Name of Company : _____
Office Telephone/Fax/Mobile Nos. : _____
Email Address : _____
Date : _____