



Republic of the Philippines  
**PHILIPPINE HEALTH INSURANCE CORPORATION**  
PhilHealth Regional Office IV-B  
Caedo Commercial Center, Calicanto, Batangas City  
Healthline (043) 723-8822/ 722-1602/ 300-4342/ 300-3267  
region4b@philhealth.gov.ph www.philhealth.gov.ph



## PROIV-B Bids and Awards Committee

### INVITATION TO BID Negotiated Procurement for the Lease of Office Space of LHIO Batangas City ITB# PRO4B-17-14 (NP)

The **PHILHEALTH REGIONAL OFFICE IV-B (PRO IV-B)** through the Corporate Operating Budget of the Philippine Health Insurance Corporation IV-B CY 2017 intends to apply the sum of **One Million Six Hundred Eighty Nine Thousand One Hundred Twenty Pesos (Php 1,689,120.00)** being the Approved Budget for the Contract (ABC) for one year only to payment for the Contract of Lease of Office Space of LHIO Batangas City.

**Bids received in excess of the ABC shall be automatically rejected.**

The PRO IV-B Bids and Awards Committee (BAC) now invite the following prospective lessors to submit bids for the **Negotiated Procurement for the Lease of Office Space of LHIO Batangas City**.

**MARGARITA BUILDING**  
Pallocan West, Batangas City

**PHILAM LIFE**  
Hilltop, Batangas City

**EDWIN REYES**  
Pallocan West, Batangas City

## PROJECT DESCRIPTION

**Space Requirements:** The total office space requirement (rentable area) is at least **Three Hundred Six (306) square meters located on the ground floor**. Proposed space with larger area shall be accepted provided that excess area shall be given free.

*Note: Rentable Area refers to the total area of the real estate in square meters being 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)*

**Location:** The location of the office to be leased must be strategically located along major thoroughfares. The LHIO BATANGAS shall be accessible to the commuting public. It should also be accessible to PhilHealth's accredited collecting agents.

**Parking Requirement:** The Lessor shall provide three (3) parking slots for four (4) wheeled vehicles, for exclusive use of its service vehicles, employees, clients, and visitors.

### **Building Equipment and Facilities:**

Office building shall be structurally sound and made of reinforced concrete, structural steel or combination of both.

The building 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. Regular and sufficient supply of water from either the lessor's water system or local water district;
3. Sufficient and in good working conditions electrical fixtures such as lighting fixtures and convenience outlets;
4. Electrical distribution panels with provision for single-phase or three-phase electrical power supply for air conditioning units and other office equipment to be installed;
5. All electrical components within the building shall meet the electrical load requirements of PhilHealth;
6. Adequate space for stand-by generator set;
7. Communication lines/system;
8. Two (2) Comfort Rooms (CRs), one (1) for male and one (1) for female, with working fixtures;
9. Ceiling height shall not be less than 2.40 meters (8 feet), measured from the floor to the ceiling. Provided, that for building/s of more than one story, the minimum ceiling height of the first story shall be 2.70 meters (9 feet) and 2.40 meters (8 feet) for the second story, and succeeding stories;
10. Adequate space for the installation of the horizontal/vertical signage; and
11. Preferably there is an available office space for future expansion.

### **I. T. REQUIREMENTS**

The building must have the following:

1. Provision on the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. Adequate space for the installation of wireless communication (antenna) on the roof deck (at least 2.0m.) shall be provided, free of charge;
3. The ceiling should have at least 0.30 meter clear space for the installation of horizontal cabling of data cables;
4. PhilHealth should be allowed to demolish/chip portion of wall and floors for the installation of data cables;
5. The ceiling preferably have removable/detachable acoustic board for the installation of network cables, or availability of sufficient ceiling space/board breaks to install network cables wiring harness; and

6. With facility for cable entry (service entrance) for the possible installation of cables from telecommunications companies going to the RISER and Telecommunications Room/Server Room/IT Room.

### **TERM OF LEASE**

The term of contract shall be for a period of five (5) years.

### **DOCUMENTARY REQUIREMENTS**

1. Occupancy Permit;
2. Latest Annual Inspection Permits/Certificates from LGU: Fire Safety Inspection Certificate and Electrical Inspection Certificate;
3. Copy of As-Built Plan.

### **OTHER PROVISION TO BE INCLUDED IN THE CONTRACT**

1. The Lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipments/systems/components caused by natural or man-made calamities. The expenses for the aforementioned shall be shouldered by the Lessor;
2. Busted lighting fixtures shall be preplaced by PhilHealth;
3. Leasehold improvements shall be allowed after written approval of the Lessor;
4. Any movable structures installed by PhilHealth may be removed if the office space is vacated;
5. The Corporation shall pay two (2) months security deposit. No advance lease payment shall be allowed;
6. Rental payment of the leased space shall be in Philippine Peso (Php) and must be based on the agreed amount per square meter, per month, inclusive of Value Added Tax (VAT), and subject to withholding of applicable withholding tax and payable within the tenth (10<sup>th</sup>) day of the following month.

### **PROCUREMENT PROCESS**

Bidding will be conducted through Negotiated Procurement pursuant to Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 and the Government Procurement Policy Board (GPPB) Resolution No. 08-2009 and is restricted to Filipino Citizens/Sole Proprietorships, organizations with at least 60% interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the law or regulations of which grant similar rights or privileges to Filipino Citizens, pursuant to Republic Act 5183 and subject to Commonwealth Act 138.

Bidders shall submit their Financial Proposal using the Price Quotation Sheet and shall indicate therein the total area proposed for lease as well as the corresponding unit price per square meter. The Bid price must be in words and figures appearing in the form. Abbreviations shall not be accepted. The BAC reserves the right to re-compute the detailed costs presented by the bidder in order to reflect the true and actual amount of the bid. In case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. Any erasure or alteration on the Bid Form must be signed by the bidder's authorized representative.

Each bidder shall submit one (1) mother envelope which contains the three (3) sealed envelopes. The first envelope shall be marked as “ORIGINAL BID”, which shall contain the Original Price Quotation Sheet. The Second Envelope as “COPY NO. 1”, which shall contain Copy 1 of the Price Quotation Sheet and the third envelope as “COPY NO. 2”, which shall contain Copy 2 of the Price Quotation Sheet. The three (3) sealed envelopes shall also contain the following information (a) the address of the BAC; (b) the name of the project; (c) the ITB Number; (d) name of the bidder and (e) a note stating not to open the sealed envelope before the date and time of Bid Opening.

The mother envelope shall be labeled as “FINANCIAL COMPONENT”, which shall also contain the following information (a) the address of the BAC; (b) the name of the project; (c) the ITB Number; (d) name of the bidder and (e) a note stating not to open the sealed envelope before the date and time of Bid Opening.

The bidder with an offer compliant to the office space requirements of PhilHealth and with the lowest unit price per square meter shall be declared as the Lowest Calculated Bid (LCB).

The bidder with the LCB shall advance to the post-qualification stage during which, it shall submit the following documentary requirements for evaluation within (5) calendar days from receipt by the bidder of the notice from the BAC:

- a) Registration Certificate from SEC, DTI;
- b) Mayor’s Permit
- c) Updated Tax Clearance issued by the Collection Enforcement Division of the BIR National Office, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account, to prove full and timely payment of taxes;
- d) Latest income and business tax returns (Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted) and the latest income and business tax returns are those within the last six months preceding the date of bid submission;
- e) Certificate of PhilGeps Registration;
- f) Licenses/Permits required by law i.e. annual Inspection Certificate from the City Engineers’ Office (fire, electrical, and sanitary); and
- g) Floor Plan, Electrical Plan (as Built), Sanitary Plan (as Built).

In order to determine the responsiveness to the specifications, a certified engineer shall inspect the office space proposed by the bidder and rate it using the *Table of Rating Factors for Lease of Real Estate* subject to the passing rate of 70%. Then, PhilHealth shall determine the reasonableness of the proposed rental rates using the *Comparative Market Analysis* on the prevailing lease rates for real estate within the vicinity of the selected location as provided by the RIRR of RA 9184.

The Contract shall then be awarded to the bidder with the Lowest Calculated Responsive Bid (LCRB) who would be determined as such after the post-qualification procedure.

The PRO-IVB Bids and Awards Committee will hold the Pre-Bid Conference on **January 9, 2018; 9:30 am** at PhilHealth Regional Office IV-B, Batangas City, Batangas.

The bidder’s Financial Proposal must be delivered to the address below on or before **January 23, 2018; 9:00 am**. The official time shall be based on the bundy clock located at the employees’ entrance. **Late bids will not be accepted.**

Bid opening shall be on ***January 23, 2018; 9:30 am.***, at the Conference Room, PhilHealth Regional Office IV-B. Bids will be opened in the presence of the Bidders' representatives who may choose to attend.

PhilHealth assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

The PhilHealth Regional Office IV-B reserves the right to reject any and all bids, declare a failure of bidding, 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 bidder or bidders.

The invited bidders may obtain further information from ***December 15, 2017 to January 23, 2018***, during Mondays to Fridays at 8:00 a.m. to 5:00 p.m. at the following address:

**Marlon G. Maravilla / Aileen Ria C. Arago**  
BAC Secretariat  
PhilHealth Regional Office IV-B  
Caedo Commercial Center, Calicanto, Batangas City  
Tel. No. (043)722-1602 loc. 409  
Facsimile No. (043)722-1602 loc. 410  
e-mail address: [bac.pro4b@philhealth.gov.ph](mailto:bac.pro4b@philhealth.gov.ph)

**CIRILO C. BALMACEDA**  
Chairperson, Bids and Awards Committee  
Philhealth Regional Office IV-B

**PRICE QUOTATION SHEET**

**Negotiated Procurement for the Lease of Office Space of LHIO Batangas  
ITB# PRO4B-17-14 (NP)**

|                                                                                      |  |
|--------------------------------------------------------------------------------------|--|
| <b>NAME OF BUILDING / SITE:</b>                                                      |  |
| <b>TYPE OF CONSTRUCTION</b>                                                          |  |
| <b>SPACE TO BE OCCUPIED<br/>(1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> , etc)</b> |  |
| <b>YEAR CONSTRUCTED</b>                                                              |  |
| <b>TOTAL FLOOR AREA</b>                                                              |  |
| <b>LANDMARK NEAR OFFICE SPACE</b>                                                    |  |

|                         |  |
|-------------------------|--|
| <b>CONTACT PERSON</b>   |  |
| <b>ADDRESS</b>          |  |
| <b>TELEPHONE NUMBER</b> |  |
| <b>FAX NUMBER</b>       |  |
| <b>LESSOR</b>           |  |

*Cost per square meter per month*

**IN FIGURES:** PhP \_\_\_\_\_

**IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

*Total Cost of total area per month*

**IN FIGURES:** PhP \_\_\_\_\_

**IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

Price quotation must be in figures and in words as appearing in the form. Abbreviations shall not be accepted. **The BAC reserves the right to re-compute the detailed cost analysis presented by the bidder in order to reflect the true and actual amount of bid.** In case of conflict between the price expressed in words and the price in figures, the one expressed in words shall prevail. **Any erasure or alteration on the PRICE QUOTATION SHEET must be signed by the bidder's authorized representative.**

\_\_\_\_\_  
Name of Company/Lessor

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date