



May 19, 2022

NOTICE OF 2nd NEGOTIATED PROCUREMENT

**Multiyear Contract for the Lease of Office Space for Baguio Local Health Insurance Office
PhilHealth Regional Office-CAR**

Objective

The PhilHealth Regional Office- Cordillera Administrative Region (PRO-CAR) through its Annual Procurement Plan for CY 2022 and a duly approved **Multiyear Obligational Authority (MYOA)** **intends to enter into a Multiyear Contract for the Lease of Office Space for Baguio Local Health Insurance Office** which is accessible and convenient to support its day to day operations.

Budget, Coverage and Specifications

The term of contract shall not exceed five fiscal years or 60 months to commence on the date stated in the Contract of Lease. The Approved Budget for the Contract (ABC) shall not exceed the amount authorized in the MYOA provided that the rental rate for the 1st year shall not be more than **Two Million Seven Hundred Thirty Five Thousand Eight Hundred Seventy Three Pesos and 28/100 (P2,735,873.28)**. There will be an allowed 3% increase in the rate of lease on the 2nd year based from the 1st year; on the 3rd year based on the 2nd year; on the 4th year based on the 3rd year and on the 5th year based on the 4th year.

The total multi-year figure is inclusive of the 12% VAT and no association dues shall be charged for the purpose.

For other details, please refer to the attached Technical Specifications.

Submission and Opening of Proposals

PRO-CAR now invites all eligible bidders/lessors to express their interest in providing the above good. Interested lessors may submit their sealed proposals indicating compliance to the technical specifications together with the following documents on or before May 26, 2022, 5:00PM at the address specified below:

1. For Income Tax Return (ITR): Annual ITR for 2021 and 1st Quarter 2022 , or
For Business Tax Return: November 2021 to April 2022
2. PhilGEPS Registration Number/Certificate
3. Mayor's/Business Permit for 2022
4. Compliance to the Technical Specifications

The following may be submitted during the opening of proposals for post qualification:

1. Occupancy Permit
2. Fire Safety Inspection Certificate for 2022
3. Latest Electrical Inspection Certificate/Permit
4. Copy of As-built Plan
5. Certificate of PhilHealth premium payments from November 2019 to April 2022

IMELDA CRISTETA D. VILLAMAR

PRO-CAR BAC Chairperson

SN Oriental Baguio Traders Building No. 19 Leonard Wood Road, Baguio City

Proposals will be opened on May 27, 2022 10:01AM at the PRO-CAR Regional Office.

For further inquiries, please contact the BAC Secretariat through (074)-446-0371, or (074)-444-5345 and look for Ms. Leizle B. Anongos (Local Number 4509) or Mr. Sherwin Jay R. Torreliza (Local Number 4500)

Thank you very much.


IMELDA CRISTETA D. VILLAMAR
PRO-CAR BAC Chairperson



TECHNICAL SPECIFICATIONS

LEASE OF OFFICE SPACE FOR LOCAL HEALTH INSURANCE OFFICE BAGUIO CITY

A. OVERVIEW

The Philippine Health Insurance Corporation is providing this Technical Specifications (Terms of Reference) explicitly stipulating the space and technical requirements relative to the procurement of an office space in compliance with R.A. 9184 (Government Procurement Reform Act).

B. OBJECTIVE

To lease an office space that meets the space requirements and conditions of the Philippine Health Insurance Corporation (PhilHealth) for its Baguio Local Health Insurance Office, specifically intended to serve the populace of the Baguio City and other neighboring Municipalities. The said office should be accessible to its members and stakeholders who are residing or situated in the area.

C. LOCATION

The location of the office space to be leased must be strategically located along major thoroughfares thus must be within central business district or within 1 km radius from Baguio City Hall. LHIO Baguio City shall be accessible to the commuting public. It should also be accessible to PhilHealth's accredited collecting agent.

D. SPACE REQUIREMENTS

The total office space requirement (rentable area) is Four Hundred Fifty Two and 36/100 (452.36) square meters area located at the ground floor. Proposed space with larger area shall be accepted provided that the excess area shall be given free

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)

E. PARKING REQUIREMENT

The Lessor shall provide for free one (1) parking slot for every 100sq.m. of rentable space and fraction thereof for the exclusive use of its service vehicles, employees, clients and visitors.

F. 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. Sufficient supply of water in the building;
3. Elevator requirement shall be in adherence to the provisions of the National Building Code (PD 1096) and Accessibility Law (Batas Pambansa Bilang 344);
4. Sufficient and in good working condition electrical fixtures such as lighting

- fixtures and convenience outlets.
5. Main three (3) Phase electrical power supply with main circuit breaker which rating is sufficient to accommodate the minimum required total electrical load of the office.
 6. Electrical distribution panels with provision of single-phase and three-phase power supply for air-conditioning units and other office equipment to be installed.
 7. All electrical components within the building shall meet the electrical load requirements of PhilHealth;
 8. Adequate space for stand-by generator set;
 9. Communication lines/system;
 10. Well ventilated Comfort Rooms (CRs) with working fixtures such as lavatory, hose bib and water closet in each floor for both males and females. It is preferred that there is a separate CR exclusively for the use of PhilHealth employees and for PhilHealth clientele/stakeholder/visitors;
 11. 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.
 12. Adequate space for the installation of the horizontal/vertical signage.
 13. Preferably there is an available office space for future expansion.

G. 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.

H. TERM OF LEASE

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

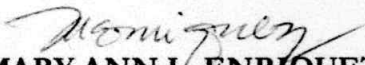
I. DOCUMENTARY REQUIREMENTS

1. Occupancy Permit;
2. Latest Annual Inspection Permits/Certificates from LGU: Fire Safety Inspection Certificate, Electrical Inspection Certificate and Mechanical Operation Certificate (*if the Bldg. has an elevator*);
3. Copy of As-built Plan.

J. OTHER PROVISIONS TO BE INCLUDED IN THE CONTRACT

1. The Lessor shall apply pest control and rodent control on all the areas occupied by PhilHealth at least once every three (3) months;
2. The Lessor shall undertake major repairs and maintenance of the premises, civil, electrical, sanitary, and mechanical equipment /systems/components caused by natural or man-made calamities. The expenses for the aforementioned shall be shouldered by the Lessor;
3. Busted lighting fixtures may be replaced by PhilHealth;
4. Leasehold improvements shall be allowed prior to written approval of the Lessor;
5. Any movable structures installed by PhilHealth may be removed if the office space is vacated;
6. The Corporation shall pay two (2) months security deposit. No advance lease payment shall be allowed;
7. 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, payable on the tenth (10) day of the current month.

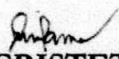
Prepared by:


MARY ANN L. ENRIQUEZ
Social Insurance Officer I-

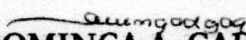
Reviewed By:


JANET M. PALAEZ
CSIO

Recommending Approval:


IMELDA CRISTETA D. VILLAMAR
Division Chief, FOD

Approved by:


DOMINGA A. GADGAD, M.D., MPA
Regional Vice-President