

PHILIPPINE BIDDING DOCUMENTS

1 Lot Procurement of Lease of Office Space of at Least 862 Square Meters for LHIO Iloilo (Iloilo City) for Five (5) Years

Government of the Republic of the Philippines

**Sixth Edition
July 2020**



Republic of the Philippines
PHILIPPINE HEALTH INSURANCE CORPORATION
PhilHealth Regional Office VI
Gaisano City Capital, Iloilo. Luna St., Iloilo City
Tel. – (033) 501-9160 to 62/ 501-9165 to 67 or email at – bac.pro6@philhealth.gov.ph



1 LOT PROCUREMENT OF LEASE OF OFFICE SPACE OF AT LEAST 862 SQUARE METERS FOR LHIO ILOILO FOR FIVE (5) YEARS

(IB NO. 2022DJG-012)

1. The **PhilHealth Regional Office VI**, through the **COB of CY 2022** intends to apply the sum of **Twenty One Million Three Hundred Eight Thousand Six Hundred Forty Pesos only (Php 21,308,640.00)** being the ABC to payments under the contract for **1 Lot Procurement of Lease of Office Space of at Least 862 Square Meters for LHIO Iloilo (Iloilo City) for Five (5) Years**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PhilHealth Regional Office VI** now invites bids for the above Procurement Project. Delivery of the Goods is required **from receipt of Notice to Proceed**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **PhilHealth Regional Office VI** and inspect the Bidding Documents at the address given below during **8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 24 – October 18, 2022 9:00 AM** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty Five Thousand Pesos (Php 25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

6. The **PhilHealth Regional Office VI** will hold a Pre-Bid Conference on **October 3, 2022, 9:30AM** at **PhilHealth Regional Office VI Conference Rm., 3rd Floor, Gaisano City Mall, Luna St., La Paz, Iloilo City** and/or through video conferencing or webcasting via **Microsoft Teams (MS Teams)**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **October 18, 2022 at 9:00AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **October 18, 2022 at 9:30AM** at **PhilHealth Regional Office VI Conference Rm., 3rd Floor, Gaisano City Mall, Luna St., La Paz, Iloilo City** and/or via **Microsoft Teams (MS Teams)**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

In due consideration of the COVID-19 pandemic where mobility is limited if not restricted and proper health protocols are strictly monitored, submission of Electronic Bid Documents is hereby allowed.

10. The **PhilHealth Regional Office VI** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Garry C. Zabala or Queenielyn B. Dorado, BAC Secretariat
PhilHealth Regional Office VI, BAC Office
3rd Floor, Gaisano City Mall, Luna St., La Paz, Iloilo City
bac.pro6@philhealth.gov.ph
(033) 5019160-62 loc 103

or

Vicel R. Bracamonte, Head – LHIO Iloilo
Local Health Insurance Office - Iloilo,
G/F Gaisano City Mall, Luna St., Lapaz, Iloilo City
www.philhealth.gov.ph

12. You may visit the following websites:
For downloading of Bidding Documents :**www.philhealth.gov.ph** & **www.philgeps.gov.ph**
For online bid submission: **bac.pro6@philhealth.gov.ph**

September 23, 2022
[Date of Issue]

(Sgd.)
ATTY. DENNIS DJ. GUEVARA
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, PhilHealth Regional Office VI wishes to receive Bids for the Procurement of Lease of Office Space of at Least 862 Square Meters for LHIO Iloilo (Iloilo City) for Five (5) Years, with identification number IB No. 2022DJG-012.

The Procurement Project (referred to herein as “Project”) is composed of 1 Lot, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for COB CY 2022 in the amount of Twenty One Million Three Hundred Eight Thousand Six Hundred Forty Pesos only (Php 21,308,640.00).

2.2. The source of funding is approved Multi-Year Obligational Authority (MYOA).

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2.
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
 - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
 - c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **October 3, 2022, 9:30AM at PhilHealth Regional Office VI Conference Rm., 3rd Floor, Gaisano City Mall, Luna St., La Paz, Iloilo City** and/or through **Microsoft Teams (MS Teams)** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **two (2) years** prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019

dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **February 15, 2023 (120 days from date of opening of bid)**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

1

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat. In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.
- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, }the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	1 Lot Procurement of Lease of Office Space of at Least 862 Square Meters for LHIO Iloilo (Iloilo City) for Five (5) Years			From receipt of Notice to Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here 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 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.]</i></p>
	<p>1 Lot Procurement of Lease of Office Space of at Least 862 Square Meters for LHIO Iloilo (Iloilo City) for Five (5) Years</p>	



TECHNICAL SPECIFICATIONS
LEASE OF OFFICE SPACE FOR LOCAL HEALTH INSURANCE OFFICE - ILOILO
(ILOILO CITY) (Revision 1)

A. OVERVIEW

The Philippine Health Insurance is providing this Technical Specifications (Terms of Reference) explicitly stipulating the space and technical requirements relative to the procurement of an office space for **LHIO Iloilo (Iloilo City)**, 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 **Local Health Insurance Office- Iloilo (Iloilo City)**, specifically intended to serve the populace of Iloilo City and other neighboring cities. 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 within **Five (5) km radius** from kilometer 0 (Arroyo fountain, front of old Iloilo Provincial Capitol) and located along major thoroughfares. The Local Health Insurance Office – Iloilo shall be accessible to the commuting public. It should also be accessible to PhilHealth's accredited banks.

D. SPACE REQUIREMENTS

The total office space requirement (rentable area) is at least **Eight Hundred Sixty-two square meters (862 sq.m)** located at the ground floor for client's accessibility. 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 EQUIPMENT

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



This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company



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 and should have a Water Tank that can provide 24/7 supply of water for the Lessee;
3. Preferably, the building has centralized air-conditioning system;
4. Sufficient and in good working condition electrical fixtures such as lighting fixtures and convenience outlets. Lighting fixtures may be replaced by PhilHealth when busted or damaged.
5. Main Three-Phase electrical power supply with main circuit breaker which rating is sufficient to accommodate the minimum required total electrical load of Lessee:
 - a. Isolate existing lighting system by installing new electrical and fixtures to separate control switches in each room/division/unit;
 - b. There should be sufficient/adequate electrical fixtures, lighting and convenience outlets. The Lessor should provide the following minimum electrical requirement:
 - i. Convenience outlet: There should be one for every 8 to 10 square meters of room/office area;
 - ii. Switches: Separate switches per room/office.
 - c. Connection/placement/location of switches and convenience outlets shall be determined by the procuring entity after the award of the contract to be installed by the winning bidder including electrical connection from the main line at Lessor's expense prior to actual occupancy;
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 needed by the Lessee;
8. Adequate space for stand-by generator set;
9. Communication lines/system;



This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company



10. *Well ventilated comfort rooms (CRs) with working fixtures such as exhaust fan, lavatory, hose bib, and water closet exclusively for PhilHealth employees and clients, as follows:*
 - a. *Clientele/ stakeholders/ visitors: One (1) for male and one (1) for female exclusively for the use of the clients;*
 - b. *PhilHealth employees: One (1) for male and one (1) for female exclusively for the use of PhilHealth employees; and*
 - c. *PWD, Pregnant Women & Senior Citizen: One (1) comfort room with installed grab rails for use of PWD, Pregnant Women & Senior Citizen and with door wide enough to accommodate wheelchair.*
11. Ceiling height shall not be less than 2.40 meters (8 feet), measured from the floor to ceiling. Provided, that for building of more than one story, the minimum ceiling height of the first story shall be 2.70 meters (9feet) and 2. 40 meters (8 feet) for the second story, and succeeding story;
12. Adequate space for the installation of an outdoor horizontal/vertical signage;
13. PhilHealth shall be allowed to demolish/chip portion of walls and floors for the installation of A/C units and other equipment;
14. Compliance with the pertinent provision of BP 344 known as Accessibility Law;
15. Provisions on fire safety measures under Republic Act (RA) No. 9514, otherwise known as the Fire Building Code, shall be adhered to, as applicable ie. Fire Protection System, including stairways with Fire Escape/Emergency Exits and Fire Alarms;
16. The building should have adequate and sufficient lighting in its premises for illumination and security purposes;
17. *The building should be well ventilated and with tiled floors.*
18. Preferably there is an available office space for future expansion.

G. I.T.EQUIPMENTS

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;



This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company



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 **Five (5) years**.

The winning bidder shall provide a period of at least fifteen (15) days move-in period prior to the term of lease which shall be free of charge.

I. 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.

J. OTHER PROVISION 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 a month;
2. The lessor shall undertake all repairs and maintenance of the premises, civil, electrical, sanitary and mechanical equipment / systems / components. The lessee shall not be held liable for any hidden defects or damages due to normal wear and tear of the equipment and fixture of the leased property not at fault of the lessee and caused by natural calamity/disaster. The expenses for the aforementioned shall be shouldered by the Lessor.
3. Repair & Maintenance, other than those requiring immediate attention, shall be undertaken by the Lessor and must be completed within a month upon receipt of letter request from General Services Unit (GSU). In the event that the Lessor fails to undertake immediate action, PhilHealth may undertake repairs of whatever nature subject for refund of the Lessor or to be deducted from the monthly lease payment.
4. The Lessor shall commit to improve and maintain the aesthetic corporate appearance of the building.
5. Busted lighting fixtures may be replaced by PhilHealth;



This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company



6. Leasehold improvements shall be allowed prior to written approval of the Lessor;
7. Any movable structures installed by PhilHealth may be removed if the office space is vacated;
8. The Corporation shall pay one (1) month security deposit. No advance lease payment shall be allowed;
9. 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 within the thirty (30) days upon receipt of billing.
10. The winning bidder shall provide of at least fifteen (15) days move-in period to the term of lease which shall be free of charge.
11. The Lessor shall grant express exemption to ingress and egress to the office by PhilHealth personnel, stakeholders and authorized suppliers.

Prepared by:

VICEL R. BRACAMONTE
Head – LHIO Iloilo

Recommending Approval:

JEIJEN ROSE C. GAVINO
FC IV/OIC - Management Services Division

Approved by:

JANET A. MONTEVERDE
Acting Regional Vice-President – PRO VI



This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company

Republic of the Philippines



Government Procurement Policy Board