



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-25

21 March 2023

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement – Lease of Real Property** for the lot below in accordance with Section 53.10 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Lease of Office Spaces for the SEC Cebu Extension Office (SEC-CEO) <i>See Annex A for Terms of Reference</i>	One (1) year, subject to contract renewal	Php 11,700,000.00

Interested suppliers are required to submit **Price Quotation (use Attachment 1)** on or before the deadline.

Only the awardee shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Latest Income Tax Return [for projects with ABC above Php 500,000.00].

Notes:

a. Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.

The following shall be the Rating Factors in determining award:

RATING FACTORS	WEIGHT (%)
Location and Site Conditions	100%
1. Accessibility	25%
2. Topography and drainage	20%
3. Sidewalk and waiting shed	15%
4. Parking space	15%
5. Economic potential	10%
6. Land classification, utilization, and assessment	10%
7. Other added amenities	5%
Neighborhood Data	100%
1. Prevailing rental rate	30%
2. Sanitation and health condition	10%
3. Adverse Influence	10%
4. Property utilization	10%
5. Police and Fire Station	10%
6. Cafeterias	15%
7. Banking/postal/telecom	15%
Real Property	100%



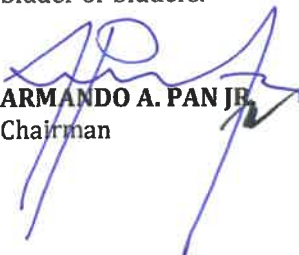
1. Structural condition	30%
2. Functionality	
a. Module	2%
b. Room arrangement	2%
c. Circulation	2%
d. Light and ventilation	2%
c. Space requirements	22%
3. Facilities	
a. Water supply and toilet	5%
b. Lighting system	5%
c. Elevators	4%
d. Fire escapes	4%
e. Firefighting equipment	4%
f. Generator	4%
g. Internet connection/Access	4%
4. Other requirements	
a. Maintenance	5%
b. Attractiveness	5%
Free Services	100%
1. Janitorial and Security	20%
2. Airconditioning	20%
3. Repair and maintenance	20%
4. Water and light consumption	20%
5. Secured parking space	20%
LOCATION AND SITE CONDITION	x (20%)
NEIGHBORHOOD DATA	x (20%)
REAL PROPERTY	x (50%)
FREE SERVICES AND FACILITIES	x (10%)

Passing rating is 75%. Quotations with passing rate below 75% shall be disqualified.

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **5:00 P.M of March 24, 2023 (Friday)** at the Procurement Division, 7F, SEC Headquarter, Makati Avenue, Makati City. Submission may be done electronically or via email (bacsecretariat@sec.gov.ph).

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


ARMANDO A. PAN JR.
 Chairman

¹Under Item no. G.24 of APP 2023 and covered by PR No. 2023-03-077



Attachment 1

PRICE QUOTATION FORM
AMP No. 2023-25

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o PROCUREMENT DIVISION
7th Floor, SEC Headquarters, 7907 Makati
Avenue, Salcedo Village, Bel-Air, 1209
Makati City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the lot identified below:

Lot No.	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	Lease of Office Spaces for the SEC Cebu Extension Office (SEC-CEO) <i>See Annex A for Technical Specifications, which forms part of the quotation.</i>	P _____	P _____
TOTAL			P _____

AMOUNT IN WORDS:

_____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____



Attachment 2

TERMS AND CONDITION:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (30) calendar days from the date of submission.
3. Price quotation/s. to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation.
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. The item/s shall be delivered according to the accepted technical proposal and specified in the Notice of Award.
8. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
9. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods rescind the contract once the commutative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.



Annex A

Terms of Reference

LEASE OF OFFICE SPACE FOR THE SECURITIES AND EXCHANGE COMMISSION- CEBU EXTENSION OFFICE (SEC-CEO)

A. PROJECT TITLE

The project shall be for Lease of Office Space for Securities and Exchange Commission – Cebu Extension Office (SEC-CEO).

B. OBJECTIVE OF THE PROJECT

To search, identify and recommend to the Commission *En Banc*, through the Bids and Awards Committee (BAC), an appropriate office building located preferably within the central business district in Cebu City, accessible to SEC clients and employees and convenient to the transacting public, especially to persons with disabilities, pregnant women and the elderly.

C. RATIONALE

On 17 January 2017, the Department of Public Works and Highways-Region VII (DPWH-7) conducted an inspection on the SEC-CEO building, which yielded the following findings and recommendations:

Findings/Observations

- Severe water leakage;
- Several traces of major crack repairs;
- Unrepaired alligator cracks;
- Some roof deck drains are incidentally covered with pebble overlay;
- Dilapidated and detached ceilings;
- Workmanship on waterproofing works are unlikely done;
- Electrical conduits, wirings and fixtures are infiltrated with water;
- Some equipment and appurtenances such as computers and air-conditioning units are seriously affected or damaged; and
- Serviceability of the building is greatly affected and functions and utilities are impaired.

Recommendations

- Removal and replacement of the roof deck slab;
- Roofing of the deck slab in addition to slab reconstruction subject to structural analysis by a structural engineer;
- Adequate waterproofing, ample number of drains and downspouts, sufficient slope for drain; Redo all parapets, replastering, redoing masonry works; and
- Resurfacing or re-application of waterproofing around outer surfaces of exterior walls and parapets.

On the same report, DPWH-7 also recommended temporary remedial measures to be considered before carrying out the recommendations, to wit:



1. Considering that reconstruction works of deck slab cannot proceed immediately due to procurement processes, SEC-CEO may still occupy the building until commencement of civil (construction) works for as long (as) immediate measures to prevent further leakage of water have been done such as provision of heavy duty tarp or tent that will enclose or cover the roof deck with tubular framings so framed and fastened to allow proper slope of water.
2. SEC-CEO, upon the management discretion and approval, should establish a temporary office (procured rental spaces) while reconstruction of the building is going on. In the event that the rented space is limited, records and archives may be retained at the lower floors of existing building with few record personnel for as long as safety precautions are properly observed with the permission of the administering engineer of the project site.

A more detailed report was prepared during the conduct of joint ocular inspections by the SEC and DPWH-7 on 04 April 2017 and recently on 17 November 2022.

Copies of the DPWH-7's Inspection Report and Joint SEC and DPWH-7's Inspection Reports are attached hereto as Annexes "A", "B" and "C" for reference. Photos of SEC-CEO building are also attached as Annex "D".

D. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for a one-year contract beginning in CY 2023 is **ELEVEN MILLION SEVEN HUNDRED THOUSAND PESOS AND 00/100 (Php 11,700,000.00)** inclusive of government taxes and charges. In no case shall the rental rate, including additional expenses such as association dues, advance rental and security deposits, exceed the ABC.

E. DEPOSITS AND ADVANCES REQUIREMENTS

The deposit and advance rental requirement shall not exceed the equivalent of two (2) months rental representing the security deposit and cash advance rental.

F. OFFICE SPACE SPECIFICATIONS

SEC-CEO is looking for a building with the following technical specifications taking into consideration the rating factors under Appendix "B" of Annex H of the 2016 Implementing Rules and Regulations of Republic Act No. 9184.

I. Location and Site Condition

1. **Accessibility.** The building, preferably within the central business district, must be accessible to the main thoroughfare, and by public transport for the convenience of the SEC-CEO transacting public.
2. **Topography and Drainage.** The building shall be in an area with adequate and properly installed drainage system and not located in a flood prone area, as certified under oath by the offeror.
3. **Sidewalk and Waiting Shed.** The pedestrian sidewalk and waiting shed leading to the building is free from ambulant vendors.
4. **Parking Space.** The building must have an exclusive parking space for at least one (1) for SEC-CEO employees' vehicles within its premises, the cost of which shall be included in the rental rate proposal. It is preferable that additional parking spaces are available within the same



building or within close proximity, for use by the transacting public and SEC personnel. However, these parking spaces are not included in the offeror's quotation as the same shall be chargeable to the account of the respective user.

5. **Economic Potential.** – The building must be located in an area that shows strong economic potential in the near future.
6. **Land Classification, utilization and assessment.** – The building must be located in a commercial or business district and/or classified as mixed use (office, commercial, business), as certified under oath by the offeror.
7. **Other added amenities.** (i.e. function and/or board room) – Additional amenities that the building can offer will be considered in the rating.

II. Neighborhood Data

1. **Prevailing Rental Rate.** The average prevailing lease rate based on current market rate per square meter per month inclusive of VAT, CUSA (Common Use Service Area), common area maintenance charges, cost of one (1) parking slot and other fees is ₱1,100.00 per sqm.
2. **Sanitation and Health Conditions.** The building must be located in a sanitary and healthy environment. It must have proper garbage disposal facilities and comply with the health and sanitation standard required under the Sanitation Code of the Philippines.
3. **Adverse Influence.** The building must provide adequate security for the employees and the transacting public.
4. **Property Utilization.** The building must be intended for use as an office/commercial building.
5. **Police and Fire Stations.** The building must be located within a reasonable distance from a police and fire station.
6. **Cafeterias.** It is preferable that the building has a cafeteria, otherwise, adequate food establishments/eateries/cafeterias/restaurants/and food deliveries must be within close walking proximity.
7. **Banking/Postal/Telecommunications.** It is preferable that the building has banks and financial institutions which could provide not only automated teller machine services but could also facilitate over the counter transactions. If not, banks should be within close proximity.
8. **Other Services.** The property must be within a reasonable distance from other government agencies.

III. Real Estate

1. **Structural Condition.** The building is designed in compliance with the latest Building and Structural Codes of the Philippines. The building is preferably not more than ten (10) years old.
2. **Functionality.**
 - a. **Space Requirements.** – The building's premises to be leased must be at least seven hundred ninety-two square meters (792 sqms), in net/leasable area.
 - b. **Module.** – The building's premises to be leased must be aligned with the SEC-CEO's required modular arrangements.
 - c. **Room Arrangement.** - The building's office layout must be aligned with SEC-CEO's room type arrangement.
 - d. **Circulation.** – The building's office layout must conform with the standard floor to ceiling distance of at least 2.40 meters, to allow adequate air circulation.



- e. **Light and Ventilation.** - The building's office layout and common areas must have proper lighting and ventilation system.

3. Facilities. The building must have the following facilities/amenities:

- a. **Water Supply and Toilet.** - The building's premises must have available water supply and toilet facilities adequate to SEC-CEO requirements.
- b. **Lighting/Electrical System.** - The building must have sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be provisions for electrical systems for the air-conditioning units and other office equipment to be installed. All electrical fixtures, convenience outlets, switches and telephone terminals shall be in good working condition.
- c. **Elevators.** - There must be ample provision for elevators for tenants, SEC personnel and its clients if the building is more than three (3) stories.
- d. **Fire/Emergency Escapes.** - The building must have adequate fire/emergency escapes for its tenants as required by law.
- e. **Fire-fighting equipment.** - The building must have a fire/alarm/detection system and adequate number of fire-fighting equipment.

4. Other Requirements.

- a. **Maintenance.** - The building must be properly maintained or there is an existing building maintenance service program.
- b. **Attractiveness.** - The overall facade and architectural design must be appropriate for an office building.

IV. FREE SERVICES AND FACILITIES

- 1. **Janitorial and Security.** The building's management must provide for janitorial and security for common areas.
- 2. **Air-conditioning.** The building's management must provide for air-conditioning for common areas.
- 3. **Repair and Maintenance.** The building's management must be responsible for the repair and maintenance of the common areas.
- 4. **Water and Light Consumption.** The building's management must be responsible for water and light consumption in the common areas.
- 5. **Secured Parking Space.** The building's management must provide adequate security in the parking areas.

G. QUALIFICATIONS

- I. The building, preferably within the central business district, must be accessible to the main thoroughfare, and by public transport for the convenience of the SEC-CEO transacting public.
- II. The Lessor must be a reputable owner or real estate developer. The land and building must not be the subject of a pending litigation involving property ownership. The Lessor warrants its ownership over the property and that the lessee shall have a peaceful possession of the same during the period of the lease.



III. **Readiness.** The building must be ready for turnover to SEC by March 2023. The turnover condition shall have the following features:

- a. With re-layout of existing workstations and fit-outs per SEC requirements (if applicable)
- b. With fire alarm and sprinkler system
- c. With a fully-finished ceiling (i.e. plywood, acoustic board, etc.)
- d. With finished floor covering (i.e. hard flooring such as tiles, laminate, carpet, etc.)
- e. With sufficient air-conditioning system
- f. With sufficient lighting fixtures and convenience outlets
- g. With fully-finished toilets, preferable separate toilets for the use of the public and the employees
- h. Have access to property/electrical room/main distribution frame for any troubleshooting
- i. Must be open to all Internet Service Provider (ISP) and Telecommunication Provider (TSP)

IV. **Public Access.** Public access to the premises leased by SEC-CEO including common areas of the building shall not be unduly restricted.

V. **DURATION OF THE CONTRACT**

The Lease Term shall be for a period of one (1) year, subject to annual renewal at the option of the Securities and Exchange Commission. Contract extension shall be under the same terms and conditions of the original contract.

VI. **MOVING-IN PERIOD**

The SEC shall be granted a moving-in period of at least two (2) months from the signing of the contract, free of charge.

VII. **ALTERATIONS**

The SEC-CEO, subject to the Lessor's approval, may introduce alterations within the leased premises and employ its own contractors. An alteration is any change, refurbishing or modification of the leased premises that the SEC-CEO may propose.

VIII. **NAMING AND SIGNAGE**

SEC-CEO shall be allowed to put up appropriate signage, the location of which shall have prior clearance of the Lessor/s, which should not be unreasonably withheld.

IX. **MODE OF PROCUREMENT**

The mode of procurement shall be through negotiated procurement, particularly lease of real property, as provided under Section 53.10 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Evaluation of quotations and award shall be in accordance with Annex H, including Appendix B, of Implementing Rules and Regulations.