

**TECHNICAL SPECIFICATIONS
FOR LEASE OF OFFICE SPACE IN BINANGONAN, RIZAL FOR PROVINCIAL HEALTH TEAM
OFFICE – RIZAL**

I. Location and Site Condition

1. Accessibility:
 - 1.1. The location of the Office Space to be leased must be at Binangonan, Rizal.
 - 1.2. It should be along the main thoroughfare and easily accessible with the commuting public and delivery trucks.
2. Topography and Drainage: The property must have an adequate and properly installed drainage system.
3. Parking space: There should be a parking space exclusively reserved for the use of Office vehicles, employees, clients and visitors of Department of Health, Center for Health Development IV-A, and the Rizal Provincial Department of Health Office. There should be a parking space dedicated for Delivery and/or Pick Up Vehicle for supplies which is easily accessible to and from supply room.
4. Economic Potential: The property must be located in a commercial or business district and /or classified as mixed use (office, commercial, business).

II. Neighborhood Data

1. Prevailing rental rate: The property's rental rate must not be more than One Hundred Fifty-Seven Thousand One Hundred Forty-Two Pesos and Eighty-Five Centavos (Php 157, 142.85) per month, inclusive of parking fee, 12% VAT and all other applicable taxes, fees and charges.
2. Sanitation and health condition: The property must be located in a sanitary and healthy environment and compliant with the Sanitation Code of the Philippines.
3. Property Utilization: The property is suited for office use.
4. Telecommunication: The property must have adequate telecommunications lines.

III. Real Property

1. Structural Condition: The building is designed in compliance with the Building Code of the Philippines and must be in good and tenantable condition.
2. Functionality:
 - 2.1 Ready for occupancy
 - 2.2 Light and ventilation: The building must have proper lighting and ventilation system.
 - 2.3 Space requirements: The building's leasable spaces must be with at least two hundred (200) square meters to three hundred (300) square meters consisting of at least three (3) rooms and three (3) comfort rooms.
3. Facilities:
 - 3.1 Water Supply and Toilet:
 - 3.1.1. Sufficient supply of water in the building.
 - 3.1.2. At least three (3) well-ventilated Comfort Rooms (CRs) with working fixtures.
 - 3.1.3. Main meter and/or sub-meter for water supply exclusively for the use of the lessee.
 - 3.2. Lighting System:
 - 3.2.1. Electrical fixtures, lighting fixtures and convenience outlet are available.
 - 3.2.2. Main meter and/or sub-meter for electrical supply meter is exclusively for the use of the Lessee

4. Other requirements:

4.1 Maintenance:

- 4.1.1. The building must be properly maintained.
- 4.1.2. Lessee should be allowed to make minor repairs
- 4.1.3. Provision for agency signage.

IV. **Free Services**

- 1. Repair and maintenance: The building owner shall undertake the repair of the walls, ceiling, floor, water pipes and drainage, and electrical fixtures, as may be necessary.

V. **Term of Lease**

The basic term of lease is for a period of five (5) months.

VI. **Other Provisions that shall be included in the Contract**

- A. Maximum of two (2) months security deposit. No Advance Lease payment shall be allowed.
- B. Lessor to undertake repairs and maintenance of the building for natural and man-made calamities.
- C. Any movable structures installed by the Lessee may be removed if the office space is vacated.

Prepared by:


LAWRENCE RYAN A. DAUG, RN
DMO IV
Rizal Provincial Health Team-CHD CaLaBaRZon

Recommended by:

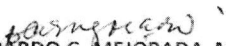

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TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Bid.

	RATING FACTORS	WEIGHT	RATING
I	Location and Site Condition		
	1. Accessibility	50	
	2. Topography and Drainage	30	
	3. Parking Space	15	
	4. Economic Potential	5	
		100	
II	Neighborhood Data		
	1. Prevailing rental rate	60	
	2. Sanitation and health condition	20	
	3. Property Utilization	15	
	4. Telecommunication	5	
		100	
III	Real Property		
	1. Structural Condition	40	
	2. Functionality		
	2.1. Ready for occupancy	15	
	2.2. Light and Ventilation	5	
	2.3. Space Requirements	25	
	3. Facilities		
	3.1. Water Supplies and toilet	5	
	3.2. Lighting System	5	
	4. Other Requirements		
	4.1. Maintenance	5	
		100	
IV	Free Services		
	1. Repair and maintenance	100	
		100	
I	Location and Site Condition	x (0.40) =	
II	Neighborhood Data	x (0.20) =	
III	Real Property	x (0.30) =	
IV	Free Services	x (0.10) =	
	FACTOR VALUE		

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"ANNEX A"

PRICE QUOTATION FORM

Date: _____

Quotation Number: _____

TO: DEPARTMENT OF HEALTH - Center for Health Development CaLaBaRZon

Gentlemen:

After having carefully read and accepted the terms and conditions stated in the Request For Quotation, hereunder is our quotation/s for the item/s as follows:

DESCRIPTION	QUANTITY (in months)	UNIT COST	TOTAL
SECURITY DEPOSIT	2		
MONTHLY RENT	1		

TOTAL _____

The following forms part of our offer:

ITEM DESCRIPTION	BIDDER'S OFFER
RENTAL RATE, inclusive of other charges, and VAT	Php _____ / month
Total Area (in square meters)	_____ sqm

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may deceive.

We likewise certify/confirm that the undersigned, is granted full power and authority by the _____, to participate, submit the bid, and to sign and execute the ensuing
(Name of Bidder)

contract on the latter's behalf for Lease of Office Space in Binangonan, Rizal for Provincial Health Team Office -- Rizal from August to December 2020, of the DEPARTMENT OF HEALTH - Center for Health Development CaLaBaRZon. Attached herewith is the written authority issued by the _____
(Name of Bidder)

We acknowledge that failure to sign each and every page of this Price Quotation Form shall be ground for the rejection of our bid.

Dated this _____ day of _____ 2020.

(signature)
(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____