



Coconut Industry Investment Fund – Legaspi Oil Company, inc.

REQUEST FOR QUOTATION

(LEG-HO-2023-NP-0001)

FOR THE LEASE OF PARKING SPACE

(5 UNITS OF SERVICE VEHICLE)

The Coconut Industry Investment Fund – Legaspi Oil Company, Inc. (LEGOIL), through the approved Corporate Operating Budget, intends to apply the sum of **Four Hundred Sixty-Two Thousand Pesos only (Php 462,000.00)** being the estimated total cost for the contract of the **Lease of Parking Space for 5-Units of Service Vehicles through Section 53.10 (Negotiated Procurement - Lease of Private Property & Venue)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, with the following detailed requirements:

I. GENERAL CONDITIONS

- a. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission;
- b. Price quotation/s must be determined in Philippine Peso (Php) and already inclusive of taxes, duties and/or levies payable;
- c. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected;
- d. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein as determined during the post-qualification procedures;
- e. The goods shall be delivered according to the requirements specified in the technical specifications;
- f. The Coconut Industry Investment Fund – Legaspi Oil Company, Inc. shall have the right to conduct the necessary inspection and verification of the good/s to confirm its/their conformity to the technical specifications;
- g. Should two (2) or more lessors be determined and declared as the Lowest Calculated and Responsive Quotation (LCRQ), LEGOIL shall adopt a non-discretionary and non-discriminatory tie-breaking method in accordance with the Government Procurement Policy Board Circular 06-2005 dated 5 August 2005;
- h. Payment shall be made after complete delivery and upon the submission of the required supporting documents (i.e. Purchase Order and/or Billing Statement) by the lessor; and
- i. Liquidated damages equivalent to one tenth of one percent (0.01%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. LEGOIL shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies available.

II. TECHNICAL SPECIFICATIONS

Parking space for five (5) units service vehicle with the following technical specifications:

A. Location and Site Condition

1. Number of Parking Slot: 5 slots;
2. Location: Slots are preferably located at basement 2 to 3rd floor of the building. Within Barangay Bel Air, Makati City;
3. Accessibility: The property must be accessible directly to SEC Headquarters (formerly UCPB) Building with 800-meter distance;
4. Topography and Drainage: The property shall be in area where at least 1.5-meter standard storm drainage system is in place. It must have an adequate and properly installed drainage system and not located in a flood prone area;
5. Economic Potential: The property must be located in a commercial or business district;

B. Neighborhood Data

1. Prevailing Rental Rate. Property's rental rate must not be more than Php 7,700.00/unit per month (inclusive of VAT);
2. Adverse Influence. The property must be free from informal settlers within a radius of 800 meters;
3. Property Utilization. The property's highest and best use is for parking space for vehicles; and
4. Police and Fire Stations. The property must be located within 1.5 kilometers from police and fire stations.

C. Parking Space

1. Functionality and Space Requirements. The leasable spaces must be adequate for the LEGOIL's area requirement of **at least 62.5 square meters (equivalent to 12.5 square meter/slot)** enough to accommodate the five (5) Units Service Vehicle.

D. Other Requirements

The building must have/be:

1. Overall façade must be appropriate for parking space;
2. Provision for agency signage;
3. Properly maintained and with adequate lighting facility; and
4. Fully secured and enclosed.

E. Free Services

1. Any other services that the lessor may offer.

F. Qualification

The Lessor must be a reputable owner or operator of a car park/parking space and has been in the business for at least one (1) year.

G. Duration of the Contract

The Lease Term shall be for a period of twelve (12) months commencing from March 1, 2023 to February 28, 2024 with a guaranteed parking from Mondays to Sundays (24 hours) including holidays.

The Lease may be renewed for another term with the same terms and conditions of the prevailing lease, which shall be based on Fair Market Value at the time of the negotiations. Fair Market Value shall be defined as the prevailing rate for rent and escalation at the comparable spaces in the area.

III. SPECIFIC TERMS AND CONDITIONS

a. Delivery Period

Seven (7) calendar days from receipt of Notice to Proceed.

b. Payment Terms

A monthly payment of rent for the parking space in the amount of Php 7,700.00/unit inclusive of all government taxes, other fees and charges shall be made within fifteen (15) days from receipt of the billing statement.

IV. APPROVED BUDGET FOR THE CONTRACT

The total ABC is **Four Hundred Sixty-Two Thousand Pesos only (Php 462,000.00)** inclusive of government taxes, other fees and charges.

V. MODE OF PROCUREMENT

The mode of procurement shall be through negotiated procurement, particularly Lease of Real Property and Venue, as provided under Section 53.10, Rule XVI of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

VI. DOCUMENTARY REQUIREMENTS

For purposes of determining the eligibility of lessors, the prospective lessor/s shall submit in a sealed envelope on or before **17 February 2023 at 10:00 o'clock in the morning** Certified True Copy/ies of the following documents:

- a. PhilGEPS Registration Certificate/Number;
- b. Mayor's/Business Permit (if recently expired, submit certified true copy of the official receipt as proof that it has applied for renewal);
- c. Duly Notarized Omnibus Sworn Certificate (original must be submitted);
- d. Certificate of Title; and
- e. Technical and Financial Proposal.

However, item (b) of the above documentary requirements may be dispensed should the prospective lessor submit its PhilGEPS Platinum Registration and Membership.

LEGOIL, for this opportunity, now invites lessors to submit their best offer or quotation for the contract which must be delivered in a sealed envelope to:

Angelita G. Rapada
Head, BAC Secretariat
16th Floor Securities and Exchange Commission Headquarters (formerly UCPB Building),
Makati Avenue, Makati City

LEGOIL reserves the right to accept or reject any quotation, to annul the procurement process, and to reject all quotations at any time without thereby incurring any liability to the affected lessor/s.


CARLOS JAXON T. SILVA
BAC 4 Chairperson