

REQUEST FOR PRICE QUOTATIONS


Greetings!

The Small Business Corporation (a GOCC created under RA 9501) is looking for an office space at the 139 Corporate Center that we can lease. We have posted our Request for Quotation/Proposal at the PhilGEPS website with Solicitation Number GS-2018-LEASE-03. Period of posting is from July 26-30, 2018, and the deadline for submission of sealed proposals is on July 31, 2018.

Kindly check the PhilGEPS website for the Terms of Reference for the lease. All proposals will be evaluated based on a set of rating factors, to select the most responsive proposal.

We are looking forward to receiving your sealed proposal/bid.

Best regards.


EVELYN P. FELIAS
Group Head, ITG-ASU

SUBJECT: TERMS OF REFERENCE FOR THE LEASE OF ADDITIONAL OFFICE SPACE

This is to respectfully request for the approval of the Terms of Reference for the lease of additional office space for the South Luzon Group, as follows:

A. SPECIFICATIONS

Factor	Requirement	Basis
1. Location	Must be within the same building where the Head Office of SBCorp is located	Selecting an office space within the same building will be more economical, taking into consideration the cost of setting up the Local Area Network and the support services and facilities that will be shared with the Head Office units.
2. Floor Area	Must have a minimum of 180 sqm.	A minimum of 40 employees will be occupying the office space, plus the need for officers' rooms, conference room, documents storage area.
3. Monthly Rent	Must not exceed PhP 900 per sqm inclusive of 12% VAT	Based on a comparative market analysis on the prevailing lease rates in the Salcedo Village area, monthly rental rates per sqm range from PhP 800 to PhP 1000.

B. DOCUMENTARY REQUIREMENTS

Based on Appendix A of Annex H of the 2016 IRR of RA9184, the following documents must be submitted by the lessor before the issuance of the Notice of Award:

1. Mayor's / Business Permit
2. PhilGEPS Reg. Number
3. Income/Business Tax Return