

NATIONAL AUTHORITY FOR CHILD CARE  
#2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111

REQUEST FOR QUOTATION

RFQ No. 2025-027 **NP - LEASE OF REAL PROPERTY**  
Date: **JANUARY 28, 2025**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PhilGEPS Reg. No.: \_\_\_\_\_  
Company TIN: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate information could be basis for non-compliance. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit together with your bid quotation, your valid 1. Mayor's/Business Permit (CTC), 2. PhilGEPS Registration Number (CTC).The Certificate of Platinum Membership may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number, 3. Certified True Copy of Income/Business Tax Return (For SVP & Emergency Cases with ABC above P500K, 4. Original and Notarized Omnibus Sworn Statement (For SVP with ABCs above P50K & For All Emergency Cases) 5. Certified True Copy of BIR Certificate of Registration 2303


Please accomplish and submit this form together with Annex A and all the required documents to NACC-BAC Secretariat at 5th Floor #2 Chicago cor. Ermin Garcia Street, Barangay Pinagkaisahan, Cubao, Quezon City, 1111 or email to [procurement@nacc.gov.ph](mailto:procurement@nacc.gov.ph) not later than **03 of February 2025; 9:00AM**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.

Very truly yours,

  
FERDINAND P. MARCELO  
Head, Procurement Unit

Terms and Conditions:

- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Quotation validity shall be Sixty (60) calendar days from the deadline of submission of quotations.
- Good/s shall be delivered within 15-30 c.d upon receipt of Notice to Proceed / Purchase Order
- Place of Delivery: RACCO IV-B (SAN JUAN)
- Terms of Payment: within 30-45 days upon completion of supporting documents.  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).  
Account Name : \_\_\_\_\_ Account Number : \_\_\_\_\_  
Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_  
**\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee.**
- Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- For goods, please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate Warranty: \_\_\_\_\_
- In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
- NOTE:** "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free."

  
EMIL A. BALACANAO  
BAC Secretariat

Tel. Nos. Trunkline: (02) 8726-4551; 8721-9711; 8726-4568;  
(02) 8721-9782

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier

NOTE: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPSS). You may visit the PHILGEPSS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register.

NATIONAL AUTHORITY FOR CHILD CARE

Annex A

REQ NO: 2025-025  
Date: January 28, 2025

NP - LEASE OF REAL PROPERTY

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
PHILGEPSS Reg. No. : \_\_\_\_\_  
Company TIN : \_\_\_\_\_

Item No.	Qty.	Unit	Purchaser's Specifications	Approved Budget for the Contract	Bidder's Specifications (Please fill out the detailed specifications in the space provided)	Unit Cost	Total Cost
9	month		LEASE OF OFFICE SPACE FOR RACCO MIMAROPA From April to December 2025	P130,000.00 per month			
			<b>OFFICE SPACE SPECIFICATIONS</b>				
			1. Location and Site condition	P1,170,000.00 for 9 months			
			- Have a floor area of at least 100 square meters which will be allocated for the				
			- FITTED / FULLY AIR-CONDITIONED OFFICE SPACE				
			- Workstation (good for 25 staffs)				
			- Multi-Purpose Room / Conference Room (good for 10 pax)				
			- Dry Pantry (good for 6 pax)				
			- Comfort Rooms				
			- With ready Office Cubicles, Office Tables, Office Chairs, and a sufficient				
			- Storage room for supplies and files				
			- The building has 24 hours guard on duty.				
			- With Elevator, Escalator or Stairs				
			- With Parking for at least 1 unit of vehicle				
			Accessibility				
			- The property shall be within NEARBY AIRPORT, Metro Manila.				
			Topography and Drainage				
			- Property must be located in a flood-free area with a sufficient and properly				
			Sidewalk and Waiting Shed				
			- There must be presence of pedestrian sidewalks and waiting sheds in the				
			Parking Space				
			- At least one (1) official parking slot for official or outdoor parking slot (if				
			Economic Potential				
			- The building/property must be located in a commercial or business district				
			Land Classification, Utilization, and Assessment				
			- The property shall cater and be suitable to the workplace conditions required				
			Other Added Amenities				
			- Institutions such as national government agencies, health service centers, or				
			2. Neighborhood Data				
			Prevailing Rental Rate				
			- The rental rates shall be inclusive of office rent, management fees, advance				
			Sanitation and Health Condition				
			- Proper waste management system such as regular garbage collection.				
			Adverse Influence				
			- The property must be away from informal settlements and manufacturing				
			Property Utilization				
			- As the property is to be utilized as an office space by a national agency, its				
			Police and Fire Station				
			- Proximity to police and fire stations.				

<b>Caterias and Other Food Establishments</b> - Adequate food establishments/eateries/caterias/restaurants must be within Banking / Postal / Telecom - Must be near other necessary establishments (i.e. banks, hospitals, etc.)			
<b>3. Real Property Structural Condition</b> - Structure must be made of concrete and structural steel materials or			
<b>4. Functionality Module</b> - The leased premises shall be handed over with the following minimum -- Standard fire detection system, and -- Generator sets for IT requirements and workstations/computer sets. -- Accessible to the main thoroughfare by mass transit. Mass transit includes <b>Room Arrangement</b> - Ready for occupancy (FITTED ROOM/SPACE) <b>Circulation</b> - Presence of air-conditioning system <b>Light and Ventilation</b> - Common areas of the building must have proper and adequate lighting and <b>Space Requirements</b> - The space for lease must be sufficient for the RACCO MIMAROPA's area			
<b>5. Facilities</b> <b>Water Supply and Toilet</b> <b>Electrical and Electronics System</b> <b>Elevators, Escalators, or Stairs</b> <b>Fire Escapes</b> <b>Firefighting Equipment</b>			
<b>6. Other Requirements</b> <b>Maintenance</b> <b>Attractiveness</b>			
<b>7. Free Services and Facilities</b> <b>Air Conditioning</b> <b>Repair and Maintenance</b> <b>Water and Electrical Consumption</b>			
<b>8. Payment Requirements</b> - The terms of payment must have a maximum of 3 months ***** NOTHING FOLLOWS *****			
<b>GRAND TOTAL</b>	<b>P</b>	<b>1,170,000.00</b>	

**PURPOSE: LEASE OF OFFICE SPACE FOR RACCO MIMAROPA (RACCO IV-B)**

PR No. **2025-01-27**

**IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at NAACC-Central Office, Procurement Management Unit. FAILURE to show up and sign the original P.O. means that the bidder is not interested and will be a ground for suspension or blacklisting in NAACC's future biddings.**

**FERDINAND P. MARQUELO**  
 Procurement Officer

Page 2 of 2 pages

(Signature over Printed Name)

Supplier

Trunkline: (02) 8726-4554; 8726-9711; 8726-4568;  
 (02) 8721-9742