



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

REQUEST FOR QUOTATION

Lease of Privately-Owned Real Property¹

1. The Presidential Communications Operations Office (PCOO), through the General Appropriations Act of _____ (YEAR) intends to apply the sum of PHP _____ (ABC), being the Approved Budget for the Contract (ABC), to payments under the contract for _____

(NAME OF PROJECT AND CONTRACT NO.)
2. The PCOO now requests for the submission of **SEALED PRICE QUOTATIONS (PAGE 5)** for the lease of real property within the vicinity of _____ (LOCATION), to be submitted to the **PCOO Bids and Awards Committee Secretariat** at _____ (ADDRESS) on or before _____ (DATE OF DEADLINE), _____ (TIME OF DEADLINE).
3. The real property offered shall be rated based on its compliance rating with the Technical Specifications that will be hereinafter discussed. The reasonableness of the price quotation shall be determined in accordance with the following methodology:
[] OBSERVED DEPRECIATION / [] STRAIGHT LINE DEPRECIATION / [] COMPARATIVE MARKET PRICE ANALYSIS
4. Interested lessors must submit their **Mayor's / Business Permit** and **PhilGEPS Registration Number** during evaluation of offers.

----- PROOF OF RECEIPT -----	
RECEIVED BY	: _____
DESIGNATION	: _____
DATE	: _____

¹ Guideline V(D)(9), Appendix A, and Appendix B of Annex "H" of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR).

TECHNICAL SPECIFICATIONS

NAME OF PROJECT : _____
CONTRACT NO. : _____
PASSING RATE : _____ %
LESSOR : _____

	RATING FACTORS	WEIGHT (%)	RATING
I.	LOCATION AND SITE CONDITION		
	1. ACCESSIBILITY		
	2. TOPOGRAPHY AND DRAINAGE		
	3. SIDEWALK AND WAITING SHED		
	4. PARKING SPACE		
	5. ECONOMIC POTENTIAL		
	6. LAND CLASSIFICATION, UTILIZATION, AND ASSESSMENT		
	7. OTHER ADDED AMENITIES		
		100	
II.	NEIGHBORHOOD DATA		
	1. PREVAILING RENTAL RATE		
	2. SANITATION AND HEALTH CONDITION		
	3. ADVERSE INFLUENCE		
	4. PROPERTY UTILIZATION		
	5. POLICE AND FIRE STATION		
	6. CAFETERIAS		
	7. BANKING / POSTAL / TELECOM		
		100	

	RATING FACTORS	WEIGHT (%)	RATING
III.	REAL PROPERTY		
	1. STRUCTURAL CONDITION		
	2. FUNCTIONALITY		
	A. MODULE		
	B. ROOM ARRANGEMENT		
	C. CIRCULATION		
	D. LIGHT AND VENTILATION		
	E. SPACE REQUIREMENTS		
	3. FACILITIES		
	A. WATER SUPPLY AND TOILET		
	B. LIGHTING SYSTEM		
	C. ELEVATORS		
	D. FIRE ESCAPES		
	E. FIRE FIGHTING EQUIPMENT		
	4. OTHER REQUIREMENTS		
	A. MAINTENANCE		
	B. ATTRACTIVENESS		
		100	
IV.	FREE SERVICES AND FACILITIES		
	1. JANITORIAL AND SECURITY		
	2. AIR CONDITIONING		
	3. REPAIR AND MAINTENANCE		
	4. WATER AND LIGHT CONSUMPTION		
	5. SECURED PARKING SPACE		
		100	

x ----- x

	RATING FACTORS	WEIGHT (%)	RATING
I.	LOCATION AND SITE CONDITION	X =	
II.	NEIGHBORHOOD DATA	X =	
III.	REAL PROPERTY	X =	
IV.	FREE SERVICES AND FACILITIES	X =	
	FACTOR VALUE		

PRICE QUOTATION FORM

NAME OF PROJECT : _____
 CONTRACT NO. : _____
 APPROVED BUDGET : PHP _____
 LESSOR : _____

Item No.	Description	Price <i>(inclusive of all costs and applicable taxes)</i>
1	<p>LEASE OF REAL PROPERTY</p> <ul style="list-style-type: none"> ● Location : _____ _____ ● Floor Area : At least _____ sq. m. ● Duration : _____ ● Facilities : _____ _____ _____ _____ ● Capacity: At least _____ persons ● Pre-emptive right of first refusal in favor of the lessee ● Others : _____ _____ _____ _____ _____ _____ 	<p>PHP _____ <i>Annual Rental (Rent for Twelve [12] Months)</i></p> <p>PHP _____ <i>Monthly Rental Rate</i></p>

After careful review of this Request for Quotation, undersigned accepts its conditions and submits the above price quotation for the captioned procurement project.

NAME OF LESSOR : _____

SIGNATURE OVER PRINTED NAME : _____

DESIGNATION : _____

DATE : _____