



**LEASE OF OFFICE SPACE FOR THE JJWC NATIONAL  
SECRETARIAT FOR CY 2024  
RFQ-23-166**

1. The *Juvenile Justice and Welfare Council*, through the *National Expenditure Program for FY 2024*, intends to apply the sum of Three Million Four Hundred Ninety-Three Thousand Six Hundred One Pesos and Seventy-Six Centavos (Php 3,493,601.76) being the ABC to payments under the contract for **Lease of Office Space for the JJWC National Secretariat for CY 2024**
2. The *Juvenile Justice and Welfare Council* now invites technically, financially, and legally capable supplier for the aforementioned procurement.
3. The procurement procedure for this requirement is Negotiated Procurement pursuant to Section 53.10 Negotiated Procurement: Lease of Real Property and Venue of the 2016 Revised Implementing Rules and Regulations (IRR) of the republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act,” including Annex H thereof.
4. Interested suppliers may obtain further information from the BAC Secretariat at the address and contact details given below starting from December 14, 2023 at 9:00am to 4:00pm.
5. The schedule of procurement activities is herein stated below:

<b>Activities</b>	<b>Schedule</b>
Availability of Request for Quotation and posting at JJWC Website	December 14, 2023
Submission of Request for Quotation to service providers of good standing	December 15-20, 2023
Deadline of Submission of filled-out Request for Quotation with technical and eligibility requirements	December 21, 2023 at 10:00 AM at JJWC Maginhawa Office #140 Maginhawa St., Sikatuna Village, Quezon City
Opening of Sealed Quotations and Technical and Eligibility Requirements	December 21, 2023 at 11:00 AM at JJWC Matimtiman Office #56 Matimtiman St., Teachers Village East, Quezon City.

6. Technical and Eligibility Requirements:
  - a. Filled-out Request for Quotation form with statement of compliance
  - b. PhilGEPS Registration
  - c. Updated Mayor’s Permit
  - d. Latest Income Tax Return

7. Interested suppliers shall submit the aforementioned documents **in sealed envelopes** with the name of the procurement project, and the name and address of the interested supplier.
8. The *Juvenile Justice and Welfare Council* reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**MR. MARL PHILIPPE Y. CACHERO**

*BAC Secretariat Head*

*Finance and Administrative Division*

*6<sup>th</sup> Flr. DC88 Bldg., 140 Maginhawa St.,*

*Sikatuna Village, Quezon City*

*Email: [mycachero@jjwc.gov.ph](mailto:mycachero@jjwc.gov.ph); [procurement@jjwc.gov.ph](mailto:procurement@jjwc.gov.ph)*


*Contact No. 02-8921-0565*

*www.jjwc.gov.ph*

10. You may visit the following websites:

For downloading of RFQ Form: <https://www.jjwc.gov.ph/procurement-opportunities/>

13 December 2023

  
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**ESMERALDA H. DISTOR**  
BAC Vice-chairperson



Republic of the Philippines  
**JUVENILE JUSTICE AND WELFARE COUNCIL**  
#56 Matimtiman Street, Teachers Village East, Quezon City, Philippines 1101  
☎ +63 (02) 921-9065 / 921-0565 📠 +63 (02) 990-5859 ✉ secretariat@jjwc.gov.ph  
🌐 <http://www.jjwc.gov.ph>

JJWC PROCUREMENT UNIT  
AMP Standard Form No: 1  
Revision No: 1  
Revision Date: 16 August 2018

## REQUEST FOR QUOTATION

### Lease of Office Space for the JJWC National Secretariat for CY 2024

RFQ No. **23-166 LRP/V**


Date: **December 13, 2023**

Company Name : \_\_\_\_\_  
Company Address : \_\_\_\_\_  
Contact Person : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

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 accomplish and submit this form in **Sealed Envelope** together with **Annex A, PhilGEPS Registration Number, 2023 Mayor's/Business Permit and Latest Income Tax Return** to JJWC National Secretariat c/o BAC Secretariat, 140 Maginhawa St., Sikatuna Village, Quezon City on or before **December 21, 2023 at 10:00 AM**.

  
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**ESMERALDA H. DISTOR**  
BAC Vice-chairperson *m*

#### Terms and Conditions:

- Award shall be made on per:  item basis  total quoted price.  Lot Basis
- Quotation validity shall not be less than Thirty (30) days.
- Good/s shall be delivered within Please see Annex A
- Place of Delivery: Please see Annex A
- Terms of Payment: 15-30 days after the conduct of the final inspection of the items
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed.
- Indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Warranty: Please see Annex A



**JUVENILE JUSTICE AND WELFARE COUNCIL  
REQUEST FOR QUOTATION**

**ANNEX A**

**JJWC PROCUREMENT UNIT  
AMP Standard Form No: 1A  
Revision No: 1 , 16 August 2018  
23-166 LRP/V  
December 13, 2023**

Company Name : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_


**RFQ No.:**  
**Date:**

Item No.	Qty.	Unit	Purchaser's	Bidder's Specifications	Total Cost
			Specifications	(Please indicate the detailed specification in the space provided or write "COMPLY" if your hotel is compliant to the details)	
	1	lot	<b>Lease of Office Space for the JJWC National Secretariat for CY 2024</b>		
			<b>I.Office Space Specification</b> – A building or property with the following technical specifications taking into consideration the rating factors under Appendix B of Annex “H” (Consolidated Guidelines for the Alternative Methods of Procurement) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. (R.A.) 9184.		
			<b>A.Location and Site Condition –</b>		
			1.Accessibility. The property must be within the vicinity of Teachers Village, Sikatuna Village or preferably near to the JJWC Conference Hall and Staff House in Matimtiman Street at Barangay Teachers Village East in Quezon City. It should be accessible to main thoroughfare by public transport, such as PUJs and/or tricycles.		
			2.Topography and Drainage. The property must be in an area where a standard storm drainage system is in place and not located in a flood prone		
			3.Parking Space. The property must have an exclusive parking space for at least one (1) JJWC motor vehicle.		
			4.Economic Potential. The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).		
			<b>B.Neighborhood Data –</b>		
			1.Prevaling Rental Rate. Property’s rental rate must not be more than P661.66 per square meter per month (inclusive of all taxes, charges, fees and dues).		
			2.Sanitation and Health Condition. The property must be located in a sanitary and healthy environment. It must have proper garbage collection facilities and complies with minimum health and sanitation standards.		
			3.Adverse Influence. The property must be free from informal settlers within a radius of 300 meters.		
			4.Property Utilization. The property’s highest and best use is for an office/ commercial building.		
			5.Police and Fire Stations. The property must be located within three (3) kilometers from police and fire stations.		
			6.Cafeterias. Adequate food establishments/cafeterias/restaurants must be within the immediate proximity of the property.		
			7.Telecommunication/Banking/Postal. The property must have ample provision for communication lines/systems. Postal services and banks and financial institutions that offer ATM services should likewise be within close		

		8.Other Services. The property must be accessible to government and health service centers.		
		<b>C.Real Property –</b>		
		1.Structural Condition. The building and facilities are designed and constructed in compliance with the Building Code of the Philippines and with Accessibility Law (barrier-free and accessibility features for PWDs).		
		2.Functionality:		
		a.Space Requirements. The building’s leasable space must be adequate for the JJWC’s space requirement of <b>at least four hundred and forty (440) square meters</b> . The rentable area shall refer to the total area occupied or to be occupied by the JJWC less the common areas like lobby, stairway, elevator hall, common comfort room, machine room for air conditioners, and other areas of common use by the public.		
		b.Room Arrangement. The building office layout will be aligned with JJWC’s modular/segmented type arrangement while continuing implementation of physical/ social distancing among personnel.		
		c.Light and Ventilation. The building’s common areas, if any, must have proper lighting and ventilation system.		
		3.Facilities. The building must have the following facilities/amenities:		
		a.Main meter and/or sub-meter for electrical and water supply exclusively for the use of JJWC.		
		b.Sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be provisions for electrical system (single phase and three phases) for any other office equipment to be installed/used		
		c.Sufficient supply of water within the building for users at all floors.		
		d.There must be provision of elevator/s for JJWC personnel and its clientele/ visitors if the building is four (4) storeys or higher.		
		e.Fire/emergency exit/s and alarm as provided by law.		
		f.Electrical facilities/requirements:		
		•All electrical fixtures, convenience outlets, switches and telephone jacks/terminals shall be in good working condition.		
		•All electrical components within the building shall meet the electric load requirements provided for by JJWC.		
		•Provision for comfort rooms (CRs) with lavatories, bidets, mirrors and exhaust fans for the use of JJWC officials, employees and clientele/ stakeholders/ visitors.		
		4.Other Requirements. The building/facility must have/be:		
		a.Overall façade and architectural design appropriate for an office building.		
		b.Repair and proper maintenance.		
		c.Fully-secured and/or enclosed.		
		d.Ready for occupancy or with no significant leasehold improvement costs		
		<b>II.Lessor’s Qualifications –</b> The lessor must be a reputable property developer/landlord and has been in the business for at least three (3) years.		

		<p><b>III.Duration of the Contract</b> – The lease term is from 01 January 2024 to 31 December 2024, provided, that in the absence of formal renewal or until a new contract is awarded pursuant to the provisions of Republic Act No. 9184 (Government Procurement Reform Act), the contract shall be deemed to remain in force on a month-to-month basis subject to termination upon thirty (30) days prior written notice by JJWC to the lessor or by the latter to the former.</p>		
		<p><b>IV.Approved Budget for the Contract (ABC)</b> – The approved budget for the contract (ABC) is P3,493,601.76 , inclusive of all taxes, charges, fees and dues for twelve (12) months</p>		
		<p><b>V.Payment –</b></p>		
		<p>A.Monthly Payment. - The monthly payment of rent shall be made within fifteen (15) calendar days from the date of receipt of the billing statement.</p>		
		<p>B.Advance Payment - The JJWC may pay to the lessor an amount not exceeding fifty percent (50%) of the total contract cost as advance payment. All progress payments should first be charged against the advance payment until the latter has been fully exhausted.</p>		
		<p>C.Security Deposit. - A security deposit amounting to two (2) months of rent shall also be paid by the JJWC to the lessor. The same amount, or part thereof after deducting unpaid water, electricity, telephone bills and other obligations, shall be refunded without interest to JJWC within thirty (30) days upon termination of the lease contract.</p>		
		<p><b>VI. Renewal of Contract</b> - The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with the same specification and lease rate.</p>		
		<p><b>Approved Budget for the Contract: Php3,493,601.76</b></p>		

PURPOSE : **Lease of Office Space for the JJWC National Secretariat for CY 2024**  
PR No: **2023-12-514**

  
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**ESMERALDA H. DISTOR**  
BAC Vice-chairperson *m.*

**(Signature over printed name)**  
**Supplier**