PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR PROPOSAL

Lease of Office Space for the Temporary Investigation and Collaboration Station (I-Station) of the Philippine Competition Commission in Legazpi City

P.R. No./Date Received: **2025-11-0189 / 21 November 2025** RFQ/P No. / Date: **2025-12-0204 / 09 December 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached **Technical Specifications** subject to the Terms and Conditions and within the Approved Budget for the Contract.

Required Documents/Information to be submitted as Attachments to the Proposal:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Latest Income/Business Tax Return
- Signed Request for Proposal
- Signed Technical Specifications

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or ***jsarevalo@phcc.gov.ph*** on or before **15 December 2025, 11:00 AM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 12009: Section 71.1.4 - Liquidated Damages and Section 98 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed **Signed Technical Specifications**.
10. Please note that the **award of the procuement is on a lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.
12. **Bidders are required to submit sealed price quotations. For manual submission, bids should be marked and prorperly sealed. For online submission, the bids must be password protected. The password shall be given during the opening of proposals.**

Very truly yours,

[redacted]
Signed by Joseph
Marvin B. Basas

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

Item	QTY	Unit	Total ABC	Item/Description	Total Amount (PhP) *(To be filled-out by the supplier)*
1	1	lot	₱650,000.00	**Lease of Office Space for the Temporary Investigation and Collaboration Station (I-Station) of the Philippine Competition Commission in Legazpi City**	
				(Please see attached Technical Specifications)	
Total ABC			₱650,000.00	**TOTAL Bid Amount**	
Delivery Instructions:				*(Please see attached Technical Specifications)*	

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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TECHNICAL SPECIFICATIONS

LEASE OF OFFICE SPACE FOR THE TEMPORARY INVESTIGATION AND COLLABORATION STATION (I-STATION) OF THE PHILIPPINE COMPETITION COMMISSION IN LEGAZPI CITY

I. RATIONALE

The Philippine Competition Commission (PCC), an independent quasi-judicial body created by virtue of Republic Act (RA) No. 10667, otherwise known as the Philippine Competition Act, is mandated to promote and maintain market competition by regulating anti-competitive agreements, abuse of dominant position, and anti-competitive mergers and acquisitions.

PCC has encountered various challenges in the following areas of operation: responding more effectively to various queries on market competition; facilitating merger reviews on transactions involving markets in the Northern and Southern Luzon, Visayas, and Mindanao; conducting investigation on competition cases in said areas; coordinating with concerned regional government agencies; and promoting a culture of competition among firms and the general public.

To address these challenges, the PCC shall establish an Investigation Station (i-Station) in Legazpi City consistent with the objective to enhance consumer welfare and improve market efficiency throughout the country.

The proposed i-Station shall serve as temporary PCC workstation in Legazpi City to facilitate the following:

a. conduct of investigation work, field mission, surveillance interviews, and networking;
b. conduct of market monitoring;
c. provision of response to competition-related queries, as far as practicable; and
d. collaboration and partnership with other government agencies and private sector.

II. MINIMUM SPECIFICATIONS

Provision	Statement of Compliance (indicate “Complied”)
The workstation to be leased shall be evaluated in accordance with the standards under the Implementing Rules and Regulations (IRR) of RA 12009 (New Government Procurement Act), ensuring value for money, fitness for purpose, and compliance with applicable laws.	

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Provision	Statement of Compliance (indicate "Complied")
A. Location and Site Condition **1. Availability and Accessibility** – The workstation must be available from 1 January 2026 to 31 December 2026. The property/ room must be located within Legazpi City and is accessible to pedestrians and by public transport, such as, but not limited to, PUJs and Taxis. **2. Topography and Drainage –** The property must have an adequate and properly installed drainage system. The building should be located in flood-free areas. **3. Land classification, utilization, and assessment** – The property must be located in a commercial or business district and/or classified as mixed-use (office, commercial, business, residential).	
B. Neighborhood Data **1. Estimated Prevailing Rental Rate –** The property's total monthly rental rate, which shall be **inclusive** of monthly utilities[1] such as electricity, water, security services, and janitorial services and inclusive of VAT and Common Use Service Area (CUSA) (if applicable), and all other taxes, fees and charges applicable, **shall not exceed Fifty Thousand Pesos (PhP 50,000.00)**. • Electricity - The monthly electric utility bill shall be included in the total monthly rental rate. • Water - The monthly water utility bill shall be included in the total monthly rental rate • Security services - The security services for every month shall be included in the total monthly rental rate. • Janitorial or maintenance services -	

[1] Based on actual consumption, provided that the amount shall be within the ABC.

Provision	Statement of Compliance (indicate "Complied")
• The janitorial or maintenance services for every month shall be included in the total monthly rental rate 2. **Sanitation and Health Condition** – The property shall be located in a sanitary and healthy environment with proper garbage disposal facilities and collection services and compliant with health and sanitation standards required under the Sanitation Code of the Philippines. 3. **Adverse Influence** – The property must be free from unauthorized personnel (e.g., informal settlers, those with adverse claims to the property/room). 4. **Property Utilization** – The property's highest and best use is for an office building. 5. **Police and Fire Stations** – The property must be located nearby to police station and fire stations. 6. **Banking/Postal/Telecommunication** – Telecommunication service centers, banks and financial institutions that offer ATM services, and government postal services or private mail and parcel couriers shall be within close proximity of the property.	
C. Real Property 1. **Structural Condition** – The building is designed and constructed consistent with the Building Code of the Philippines. 2. **Functionality** a. **Module** – The property/room shall be free from any obstruction to maximize the office space. • Ready for occupancy/move-in ready b. **Circulation** – Overall movement people connecting to the building such as entrances, lobbies, stairs, and so on. c. **Light and ventilation** – The property/room and building's common areas must have proper lighting and ventilation system	

Provision	Statement of Compliance (indicate "Complied")
d. **Space Requirements** – The property/room must be adequate for the PCC's requirement of at least 50 square meters. The room shall be move-in ready and shall be able to accommodate a minimum of five (5) personnel. **3. Facilities** a. **Water supply and toilet** – Provision of water and PWD-friendly comfort room with lavatories for PCC personnel and clientele and visitors. b. **Lighting system** – The leased office shall have adequate lighting system. All electrical fixtures, convenience outlets, and switches must be in good working condition at the time of transfer; all electrical components within the property/room shall meet the electric load requirements provided for by the service provider. c. **Fire escapes –** The leased workstation shall have access to a nearby fire escape/exit. d. **Firefighting equipment** – The leased office shall be equipped with fire extinguishers and/or installed completely equipped fire hose cabinet, and an installed fire sprinkler system and smoke detector/s connected to a fire detection alarm system.	
D. Free Services and Facilities: a. **Janitorial and Security** – The building has janitorial and security services for maintenance of common areas and regular garbage disposal system. b. **Repair and maintenance** – The building owner shall undertake the repair of the water pipes and drainage, electrical fixtures and back-up power, as may be necessary. c. **Parking space** – The property must have a parking space within the building for at least one (1) vehicle free of charge.	
E. Other Requirements The property shall have/be:	

Provision	Statement of Compliance (indicate "Complied")
a. Overall façade and architectural design appropriate for an office building b. Provision/space for agency signage	

III. **QUALIFICATION**

The Lessor must be a reputable real estate developer and have been in the business for at least three (3) years.

IV. **DURATION OF THE CONTRACT**

The lease term shall **commence from the date of acceptance of Notice to Proceed (NTP) until 31 December 2026.**

Renewal or extension, if applicable, shall be subject to compliance with the IRR of RA 12009 and applicable PCC requirements.

V. **APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract shall be **Six Hundred Fifty Thousand Pesos (PhP 650,000.00)** inclusive of all applicable government taxes (including, but not limited to documentary stamp tax) and other charges such as office space rental, common use service area (CUSA), bonds, and utilities.

VI. **HAND-OVER DATE**

The PCC shall be granted access to the area for lease upon issuance of the Notice of Award for purposes of preparing the plan for occupancy and transfer of supplies, property and equipment. Handover of the area for the actual occupancy of the space shall be subject to the successful signing of the contract.

VII. **ALTERATIONS**

The PCC, subject to Lessor's approval, shall have the right to introduce improvements to the leased office and employ its own contractors to implement such improvements.

VIII. **NAMING AND SIGNAGE**

The PCC shall be allowed to put or install appropriate signage/s. The PCC acknowledges that all signage locations and plans are subject to final approval of Lessor, whose approval should be issued within a reasonable period of time.

IX. **MODE OF PROCUREMENT**

The mode of procurement shall be Negotiated Procurement – Lease of Real Property and Venue, provided under Section 35.9 of the IRR of RA 12009.

X. **EVALUATION CRITERIA**

The bid proposal shall be evaluated following the evaluation criteria sheet with compliance column prescribed under Annex "H" of the RIRR of RA 9184, which remain applicable pursuant to Section 113 of RA 12009 and Section 113.3 of the IRR of RA 12009. The bid is determined to be responsive if it is equal or higher than the hurdle rate of eighty percent (80%)

XI. PAYMENT

1. Payment

Payment shall be made no later than fifteen (15) calendar days upon receipt of the billing statement/statement of account from the Lessor for the applicable rental period including complete documents and Certificate of Satisfactory Services Rendered issued by the PCC Office of the Executive Director.

2. Advance Deposit

Payment of deposits shall be made within thirty (30) days after signing of the contract in the amount equivalent to not more than two (2) months' basic rent of the leasing period, which may be applied to the payment of rentals in anticipation of or negotiation for the termination of the contract applicable to the last two (2) months of the leasing period.

3. Security Deposit

Security deposit, if any, shall be equivalent to not more than two (2) months' basic rent.

Payment of security deposit shall be made within thirty (30) days after the signing the contract and to be refundable without interest within sixty (60) days after the expiration or termination of the contract.

XII. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT

To ensure the PCC maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System, and will not form part of the submission for payment processing.

XIII. **LIQUIDATED DAMAGES**

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth (1/10) of one percent (1.00%) 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 contract, the PCC shall rescind the contract, without prejudice to other courses of action and remedies open to it.

XIV. **DISPUTE RESOLUTION**

Should there be any dispute related to the contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendment or additional terms and conditions must be in writing, signed and acknowledged by the Parties.

Approved by:

[redacted]

KENNETH V. TANATE, PhD
Executive Director

Conforme:

_____

Signature Over Printed Name of Lessor's Authorized Representative

_____

Designation / Position

_____

Name of Company

_____

Contact Details