



Republic of the Philippines  
National Book Development Board

27 August 2019

### THE BUILDING OWNER/REPRESENTATIVE/AGENT

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Dear Sir/Madam:

We are the National Book Development Board (NBDB), a government agency duly organized and existing by virtue of R.A. No. 8047 dated June 7, 1995 and tasked to develop the Philippine book publishing industry. We are currently looking for an office space specifically in the Quezon City area to cater our expansion plans and other future initiatives that will require a bigger work area.

In this regard, may we request for a proposal for office space with the following requirements:

- a) Office area of 550sqm to 600sqm (trowel cement floors);
- b) Inclusive of airconditioning units on common areas (with provision for additional aircon units) and proper lighting and ventilation system;
- c) With own meter for water and electricity;
- d) With provisions for phone and internet lines;
- e) With provisions for guaranteed parking for at least three (3) vehicles;
- f) With 24 hours security and CCTV coverage in the outside premises of the space for lease;
- g) With maintenance personnel for common areas;
- h) With provision for posting of office signage;
- i) Inclusive of amenities e.g. rest rooms, garbage collection schedule and facilities, emergency exits, standard fire protection system, generator set with 100% capacity, 100% supply of water, elevators, efficient drainage system, flood free, etc.; and
- j) Office Space Condition is ready for occupancy **AS OF DATE OF SUBMISSION OF PROPOSAL WITH THE ABOVE-MENTIONED REQUIREMENTS/SPECIFICATIONS** (tentative move-in date is October 1, 2019).

Kindly state in your proposal the terms of payment as well as deposit and advance payment requirements. Once your proposal pass initial screening, we will be conducting an ocular inspection to be scheduled after we receive your proposal. Send your proposal in a **SEALED ENVELOPE** on the address specified below:

4th Floor, Dormitory E, Department of Education Complex, Meralco Avenue, Pasig City  
<http://booksphilippines.gov.ph/>



**Ms. LEONOR G. REYES**

Chairperson, Bids and Awards Committee (BAC)  
National Book Development Board  
4<sup>th</sup> Floor, Dorm E, Department of Education Complex  
Meralco Avenue, Pasig City

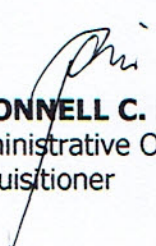
Approved Budget for the Contract is **PhP2,194,430.00** for three (3) months **SUBJECT TO EXTENSION** inclusive of office space rental, parking slots (3 spaces guaranteed), association dues (if any), 2 months advance payment (VAT inclusive), 2 months security deposit (VAT exclusive) subject to existing government taxes. Deadline of submission of proposal is **September 6, 2019 at 1:00PM, NBDB office**. Please include the following:

1. Comprehensive proposal
2. PhilGEPS Certificate (photocopy)
3. BIR Certificate of Registration (photocopy)
4. Business Permit (photocopy)

In case there are no available office spaces that meet our requirements, a reply through email [nbdb-bac@nbdb.gov.ph](mailto:nbdb-bac@nbdb.gov.ph) will be appreciated. For inquiries and clarifications, please call the undersigned at 63919-2556266 or thru email [dacio@nbdb.gov.ph](mailto:dacio@nbdb.gov.ph).


Thank you and best regards.

Very truly yours,



**RHONNELL C. DACIO**  
Administrative Officer V  
Requisitioner

Noted by:



**JERRY G. TIZON**  
Executive Director III  
Head of Procuring Entity (HOPE)