



**Supreme Court**

**BIDS AND AWARDS COMMITTEE FOR HALLS OF JUSTICE**

**INVITATION TO SUBMIT PROPOSALS FOR THE LEASE OF OFFICE SPACE TO HOUSE THE 1<sup>ST</sup> AND 2<sup>ND</sup> LEVEL COURTS OF CEBU CITY.**

The **Supreme Court of the Philippines, through the Bids and Awards Committee for the Halls of Justice**, is inviting owners of properties within Cebu City to submit sealed price quotations relative to the lease of office spaces for the use of the 1<sup>st</sup> and 2<sup>nd</sup> level Courts of Cebu City. The property to be offered should meet the Technical Specifications set in Annex "A" hereof, including the minimum space requirement stated therein. The sealed price quotation to be submitted should contain the following details enumerated below, to wit:

Owner	
Location	
Lease Area	
Proposed Monthly Rental Rate	
Rental Rate per Square Meter	
Escalation Rate (if any)	
Advance Rental	
Security Deposit	
Duration of Lease Contract (in years)	

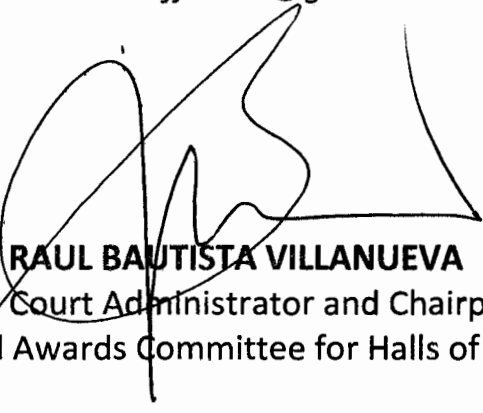
The following documents should be included as submittals together with the written proposals –

- i. Updated Mayors Permit
- ii. PhilGEPS Registration
- iii. Tax Declaration
- iv. Certified Photocopy of Transfer Certificate of title

The sealed price quotation should be submitted with the office of the Executive Judge of the Regional Trial Court of Cebu City. For further information, please refer to:

**The Secretariat**

Bids and Awards Committee for the Halls of Justice  
c/o Office of the Deputy Court Administrator Raul Bautista Villanueva  
3rd Floor Supreme Court Old Building, Taft Avenue, Manila  
Telephone No.: (02) 523-6277 e-mail - *bachallsofjustice@gmail.Com*

A handwritten signature in black ink, appearing to be 'Raul Bautista Villanueva', is written over the printed name and title.

**RAUL BAUTISTA VILLANUEVA**

Deputy Court Administrator and Chairperson  
Bids and Awards Committee for Halls of Justice

## ANNEX "A"

**Project : PROPOSED LEASE OFFICE SPACE OF FIRST AND SECOND LEVEL COURTS OF CEBU CITY**

**Subject : TECHNICAL SPECIFICATIONS AND PERCENTAGE WEIGHT**

**Date : \_\_\_\_\_**

ITEM NO.	TECHNICAL SPECIFICATIONS	WEIGHT
<b>I</b>	<b>Location</b>	
1.0	Presence of Public Utility Vehicle	1.5%
2.0	Within the seat of the trial courts	1.5%
3.0	Near existing hall of justice or government center	1.5%
4.0	Not prone in flooding	1.5%
	<i>Sub-Total</i>	<b>6%</b>
<b>II</b>	<b>Real Property</b>	
1.0	Site/Building Perimeter	
a.	With available parking space	1.5%
b.	Preferably with perimeter fence, vehicular and pedestrian gate	1%
2.0	Functionality	
a.	Satisfies the total minimum spatial requirements of 7154 square meters	23%
b.	With natural light and air ventilation	3%
c.	Space is open for renovation	3%
3.0	Structural Condition	
a.	Structurally sound that comply as to the type of occupants loads (Court Rooms/Houses)	22%
4.0	Facilities/Utilities	
a.	With existing water supply, preferably with cistern and overhead tank or willing to be upgraded or to secure a new service connection in absence thereof.	3%
b.	With existing power supply and preferably with standby power or willing to be upgraded or to secure a new service connection to serve court's load requirements.	3%
c.	With provision of septic tank and sufficient number of toilet fixtures per NBC	3%
d.	With available space for the installation of air-conditioning units (ACUs) preferably for window type units	3%
e.	Provision of passenger/service elevator if the building is four (4) storey and above	3%
f.	Minimum fire exits/escapes in accordance with the Fire Code of the Philippines and National Building Code	5%
g.	Fire suppression system/equipment in accordance with the Fire Code of the Philippines	5%
h.	Fire Detection and Alarm System in accordance with the Fire Code of the Philippines	5%
i.	Fire rated interior and/or exterior walls complying with the Fire Code and NBC reqts., in case the said existing walls will be reuse, otherwise it may be neglected if it will be demolished once it undergo renovation	5%
j.	Compliant with "Accessibility Law" such as provisions of ramps, handrail, etc.	5%
	<i>Sub-Total</i>	<b>94%</b>
	<b>TOTAL</b>	<b>100%</b>

Amm



Republic of the Philippines  
**Supreme Court**  
Manila

**PROCUREMENT PLANNING COMMITTEE**

**FOR: ATTY. CORAZON G. FERRER-FLORES**  
Deputy Clerk of Court and Chief of Office  
Fiscal Management and Budget Office

**RE: Request for Certification for Availability of Funds for the lease of office space to house the thirty (30) Branches of 1<sup>st</sup> and 2<sup>nd</sup> Level Courts of Cebu City including the Offices of the Clerk of Court and the Philippine Mediation Office of Cebu City**

As required by R.A. No. 9184 otherwise known as "The Government Procurement Reform Act", the Procurement Planning Committee most respectfully requests for a Certification that the amount **Thirty Million Eight Hundred Ninety Six Thousand Two Hundred Eighty Three Pesos and 60/100 (₱30,896,283.60)** only be certified and allotted from the available sources of funds, preparatory to the lease of office space to house the thirty (30) Branches of 1<sup>st</sup> and 2<sup>nd</sup> Level Courts of Cebu City including the Offices of the Clerk of Court and the Philippine Mediation Office of Cebu City.

We would appreciate your immediate response on the matter.

Thank you very much.

April 5, 2018.

  
MA. CARINA M. CUNANAN

Assistant Chief of Office  
Office of Administrative Services and  
Chairperson, Procurement Planning Committee



*Republic of the Philippines*  
*Supreme Court*  
*Manila*

*Fiscal Management and Budget Office*

**MEMORANDUM TO:**

**Atty. MA. CARINA M. CUNANAN**

*Assistant Chief of Office, Office of Administrative Services and  
Chairperson, Procurement and Planning Committee*

**Re: Request for Certificate of Availability of Funds**

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In compliance with your memorandum dated April 5, 2018, enclosed is the Certificate of Availability of Funds (CAF) No. 2018-12/PPC, dated May 8, 2018, in the amount of **THIRTY MILLION EIGHT HUNDRED NINETY-SIX THOUSAND TWO HUNDRED EIGHTY-THREE PESOS and SIXTY CENTAVOS (P30,896,283.60)** for the lease of office space to house the thirty (30) branches of 1<sup>st</sup> and 2<sup>nd</sup> level courts of Cebu City, including the offices of the Clerk of Court and the Philippine Mediation Office of Cebu City chargeable against the amount allotted for Rent/Lease Expenses under the General Appropriations Act for FY 2018 (R.A. 10964).

May 8, 2018

*Corazon G. Ferrer-Flores*  
**CORAZON G. FERRER-FLORES**  
*Deputy Clerk of Court and Chief of Office*

*encl: a/s  
/lml  
2018-CAF 098fmbo*



Republic of the Philippines  
**Supreme Court**  
Manila  
*Fiscal Management and Budget Office*

**Accounting Division**

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **THIRTY MILLION EIGHT HUNDRED NINETY SIX THOUSAND TWO HUNDRED EIGHTY THREE PESOS AND 60/100 (P30,896,283.60)**, will be made available preparatory to the lease of office space to house the thirty (30) Branches of 1<sup>st</sup> and 2<sup>nd</sup> Level Courts of Cebu City, including the Offices of the Clerk of Court and the Philippine Mediation Office of Cebu City, chargeable against the amount allotted for Rent/Lease Expenses, under the General Appropriations Act for FY 2018 (R. A. 10964).

May 8, 2018

  
**LILLIANNE E. ULGADO**  
*Chief Accountant*

Noted:

  
**CORAZON G. FERRER-FLORES**  
*Deputy Clerk of Court and Chief of Office*

CAF No. 2018-12/PPC

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