



**Supreme Court**

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

**INVITATION TO SUBMIT PROPOSALS FOR THE LEASE OF OFFICE SPACE TO  
HOUSE THE NEWLY CREATED MUNICIPAL TRIAL COURT IN CITIES BRANCHES  
3 AND 4 AND REGIONAL TRIAL COURT BRANCH 33, BUTUAN CITY**

The **Supreme Court of the Philippines, through the Bids and Awards Committee for the Halls of Justice**, is inviting owners of properties within **Butuan City** to submit sealed price quotations relative to the lease of office spaces for the use of MTCC Branches 3 and 4 and Regional Trial Court branch 33 of Butuan 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	300 sq.m
Proposed Monthly Rental Rate	
Rental Rate per Square Meter	
Advance Rental	
Security Deposit	
Duration of Lease Contract (in years)	
Other Offer	

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
- v. Annual Income Tax Return (BIR form 1701)

The sealed price quotation should be submitted with the office of the Executive Judge of the Regional Trial Court of Butuan City, Agusan Del Norte 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 - *bachallofjustice@gmail.Com*

29 August 2018



**RAUL BAUTISTA VILLANUEVA**

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

## ANNEX "A"

Project : PROPOSED LEASE OFFICE SPACE OF \_\_\_\_\_

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 140 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>