



# OFFER TO LEASE DOCUMENTS

For the

**LEASE OF SOUTH SIDE  
WALL OF SEC BUILDING**



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## INVITATION TO SUBMIT LEASE PROPOSAL

Securities and Exchange Commission (SEC) invites potential lessees to submit lease proposal for the South Side Wall of SEC Building for a period of three (3) years.

Description	Estimated Area	Minimum Monthly Lease Rate (PHP)
<b>Lease of South Side Wall of SEC Building</b>	<b>80 ft. x 96 ft. = 7,680 sq.ft.</b>	<b>770,044.00 inclusive of VAT</b>

### Terms and Conditions:

1. Annual Escalation rate is 10%.
2. Leased premises shall exclusively be used as site for the display of advertising billboards and materials to be posted, which shall require prior approval from the Commission.
3. Lessee must have a paid up capital of at least P10 Million.
4. Offer to lease documents/forms can be secured from the General Services Division (GSD), 3rd floor, Secretariat Building, PICC Complex, Pasay City from May 18-31, 2017 during office hours, upon payment of a non-refundable fee of One Thousand Pesos (Php 1,000.00).
5. Clarificatory conference with prospective lessees will be on May 26, 2017, 10:00 A.M. at the Conference Room A, 2nd floor, Secretariat Building, PICC Complex, Pasay City.
6. Deadline for the submission and opening of sealed lease proposal shall be on June 1, 2017, 10:00 A.M at the Conference Room A, 2nd floor, Secretariat Building, PICC Complex, Pasay City.
7. A bid security of Php 20,000 shall be required in the form of Cash or Managers Check.
8. The award of lease of the property shall be based on the offer determined to be most advantageous to the Government.

For further details, you may contact the GSD at tel. no. 818-5516, fax no. 818-5608.

The SEC reserves the right to accept or reject any offer, to annul the process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

**GERARDO F. DEL ROSARIO**  
Director, HRAD

## **TECHNICAL SPECIFICATIONS**

A. Project Title

Lease of South Side Wall of SEC Building

B. Terms

Contract term is for three (3) years with option to extend on a month-on-month after the end of the original three-year term upon mutual agreement of the parties at the same terms and conditions.

C. Minimum Rental Fee is P770,044.00 per month inclusive of VAT subject to 10% annual escalation after the first year.

D. The dimension of the South Side Wall to be leased is 80ft x 96ft.

E. Conditions:

1. Leased Premises shall exclusively be used as a site for the display of advertising billboards.
2. Rights under the lease contract shall not be assigned, transferred, conveyed or encumbered in any manner.
3. Leased Premises shall not be used for any illegal, unlawful or immoral purpose.
4. Advertising materials to be posted at the billboard shall require prior approval from the Commission.
5. Lessee shall comply with all existing ordinances, rules and regulations, decrees, laws or any other legislation prescribed by the duly constituted local and national government regarding the use of the leased property as advertising billboard and shall shoulder the cost of its compliance thereafter including the required permits, licenses and taxes.
6. Lessee shall not hold the lessor liable for any damages or claims arising from the discontinuation of the contract in the event of sale of the building to other entity or demolition or destruction of the building due to fortuitous event or otherwise.
7. The Lessee shall be responsible for and defray at his own expense the installation of billboard structure, cost of electricity, lights and other accessories including expenses for and other services as may be employed or consumed by the Lessee on the leased premises. The lessee shall observe safety and regulatory standards for utilities prescribed by proper authorities.
8. The leased premises shall be properly maintained, and the lessee shall return and surrender the leased premises at the expiration of the term of the lease in as good condition as reasonable wear and tear will permit and without delay.
9. Lessee shall deal with for air space issue. Thus, the SEC shall not be liable under the contract, in the event the adjacent lot owner will introduce any structure which may materially obstruct the view, diminish the value or render the billboard space unusable.
10. Lessee shall post security deposit and advance rental fee equivalent to one (1) month rental fee and three (3) months rental fee, respectively, at the time of

contract signing. Subsequent monthly rental fee shall be paid not later than every 5<sup>th</sup> day of each month.

11. Pre-termination by either party shall be in writing with the advance notice of at least one (1) month in advance.
12. Lessee must have a paid up capital of at least P10Million.
13. The award of lease of the property shall be based on the offer determined to be most advantageous to the Government.
14. The SEC reserves the right to accept or reject any offer, to annul the process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

## PRICE PROPOSAL FORM

### Lease of South Side Wall of SEC Building

TOTAL PRICE PROPOSAL for three (3) years (inclusive of VAT, security deposits and advance rental)	Amount in Words
Php _____	_____

### PAYMENT SCHEDULE

Payment Milestone	Amount Due (lessee's Offer)	Total Annual Fee
<b><i>First Year:</i></b>		
Monthly Rental Fee	Php _____	
Total Annual Fee for the 1 <sup>st</sup> Year	Php _____	Php _____
<b><i>Second Year: with 10% escalation</i></b>		
Monthly Rental Fee	Php _____	
Total Annual Fee for the 2 <sup>nd</sup> Year	Php _____	Php _____
<b><i>Third Year: with 10% escalation</i></b>		
Monthly Rental Fee	Php _____	
Total Annual Fee for the 3 <sup>rd</sup> Year	Php _____	Php _____
<b><i>Grand Total for three (3) years</i></b>		Php _____
Security Deposits (one month rental fee upon contract signing)	Php _____	
Advance Payment (3 months), upon contract signing	Php _____	

This price proposal is subject to the terms and conditions of the Specification and the corresponding contract between the parties.

This offer is valid for 120 days from the opening of proposals.

Company Name:

Address:

Name of Authorized Representative:

Signature:

Designation:

## CHECKLIST OF REQUIREMENTS

### Lease Out of the South Side Wall of the SEC Building

REQUIRED DOCUMENTS	
<b>I.</b>	<b>FIRST ENVELOPE</b>
1.	Secretary's Certificate (authority of signing official for corporation)
2.	Business Registration: Corporation - SEC Certificate of Registration with valid certificate of good standing from SEC-CRMD.
3.	Valid and Current Mayor's Permit issued by the city or municipality where the principal place of business of the prospective lessee's is located
4.	Latest Audited Financial Statements, stamped "received" by SEC and/or BIR or its duly accredited and authorized institutions, for the preceding calendar year; which should not be earlier than two (2) years from offer.
5.	Bid Security
	Amount: Php 20,000.00
	Form: Cash or Manager's Check payable to SEC
	Validity Period: 120 days
6.	Valid Tax Clearance per Executive Order no. 398
7.	Income Tax Return for 2016
8.	VAT Return and proof of payment from the month of January to March 2017
9.	BIR Registration Certificate (Form 2303)
<b>II.</b>	<b>SECOND ENVELOPE</b>
1.	Price Proposal