



## INVITATION TO SUBMIT LEASE PROPOSAL (Reposting)

The 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 (₱) |
|--|-------------------------------|--------------------------------|
| Lease of South Side Wall of SEC Building | 80 ft. x 96 ft = 7,680 sq.ft. | 970,419.99<br>inclusive of VAT |

### Terms and Condition:

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 ₱ 10 Million.
4. Offer to lease documents/forms can be secured from the General Services Division (GSD), 3<sup>rd</sup> floor, Secretariat Building, PICC Complex, Pasay City from **October 5 - 19, 2020** during office hours, upon payment of a non-refundable fee of One Thousand Pesos (₱ 1,000).
5. A virtual clarification conference with prospective lessees will be on **October 13, 2020, 10:00 A.M.** via ZOOM.
6. Deadline for the submission and opening of sealed lease proposal shall be on **October 20, 2020, 10:00 A.M.** at the Executive Lounge, 3<sup>rd</sup> Floor, Secretariat Building, PICC Complex, Pasay City.
7. A bid security of ₱ 20,000 shall be required in the form of Cash or Manager's 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 ADHOC Committee Secretariat at tel. no. 8818-1269, fax no. 8818-5608.

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.

  
**ROMUALD C. PADILLA**  
ADHOC Committee Chairman

## **TECHNICAL SPECIFICATIONS**

- I. Project Title  
Lease of South Side Wall of SEC Building
  
- II. 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 condition.
  
- III. Minimum Rental Fee is ₱ 970,419.99/month inclusive of VAT subject to 10% annual escalation after the first year.
  
- IV. The dimension of the South Side Wall to be leased is 80ft by 96ft.
  
- V. Conditions:
  - a. Leased Premises exclusively be used as site for the display of advertising billboards and materials to be posted
  - b. Rights under the lease contract shall not be assigned, transferred, conveyed or encumbered in any manner.
  - c. Leased Premises shall not be used for any illegal, unlawful or immoral purpose.
  - d. Advertising materials to be posted at the billboard shall require prior approval from the Commission.
  - e. 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.
  - f. 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 the demolition or destruction of the building due to fortuitous event or otherwise.
  - g. Lessee shall be responsible for and defray costs of installation of billboard structures, lighting and other paraphernalia including the cost of electricity, maintenance 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 other authorities.
  - h. 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 a good condition as reasonable wear and tear will permit and without delay.
  - i. Lessee shall deal with 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 be materially obstruct the view, diminish the value or render the billboard space unusable.
  - j. 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 the 30<sup>th</sup> day of each month preceding the month due.

- k. Pre-termination by either party shall be in writing with the advance notice of at least one (1) month in advance.
- l. Lessee shall not be allowed to sub-lease the space for the entire duration of the contract.
- m. Lessee must have a paid up capital of at least ₱ 10 Million.
- n. The award of lease of the property shall be based on the offer determined to be most advantageous to the Government.
- o. 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.

I hereby certify that we understand and comply to the foregoing Technical Specifications and other condition.

Company Name : \_\_\_\_\_

Company Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

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

## PRICE QUOTATION FORM

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

**ROMUALD C. PADILLA**

ADHOC Committee Chairman  
 c/o General Services Division  
 3<sup>rd</sup> Floor, Secretariat Building,  
 PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and condition in the Invitation to Submit Lease Proposal, hereunder is our price proposal for the “Lease of South Side Wall of SEC Building” project.

|  |                        |
|--|------------------------|
| <b>TOTAL PRICE PROPOSAL for three (3) years (inclusive of VAT, security deposits and advance rental)</b> | <b>AMOUNT IN WORDS</b> |
| ₱ _____  | _____                  |

**PRICE BREAKDOWN:**

| Particular   | Lessee’s offer |                        |
|--|----------------|------------------------|
|  | Monthly        | Total for One (1) year |
| <b><i>First Year:</i></b>  |                |                        |
| Lease Amount   | ₱ _____        | ₱ _____                |
| <b><i>Second Year: with 10% escalation</i></b>   |                |                        |
| Lease Amount   | ₱ _____        | ₱ _____                |
| <b><i>Third Year: with 10% escalation</i></b>  |                |                        |
| Lease Amount   | ₱ _____        | ₱ _____                |
| <b><i>Grand Total for three (3) years</i></b>  |                | ₱ _____                |
| Security Deposit<br>(one month rental fee upon contract signing)   | ₱ _____        |                        |
| Advance Payment (3 months),<br>upon contract signing   | ₱ _____        |                        |
| <b>TOTAL PRICE PROPOSAL for three (3) years (inclusive of VAT, security deposits and advance rental)</b> |                |                        |

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

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

Company Name : \_\_\_\_\_

Company Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Designation : \_\_\_\_\_

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

## **CHECKLIST OF REQUIREMENTS**

### **Lease of South Side Wall of SEC Building**

| <b>REQUIRED DOCUMENTS</b>   |
|---|
| <b>I. FIRST ENVELOPE</b>  |
| <ol style="list-style-type: none"><li>1. Secretary's Certificate (Authority of signing official for corporation)</li><li>2. Business Registration: Corporation – SEC Certificate of Registration with valid certificate of good standing from SEC-CRMD.</li><li>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</li><li>4. Compliance to Technical Specifications</li><li>5. 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.</li><li>6. Bid Security<br/>Amount: ₱ 20,000.00<br/>Form: Cash or Manager's Check payable to SEC<br/>Validity Period: 120 days</li><li>7. Valid Tax Clearance per Executive Order no. 398</li><li>8. Income Tax Return for 2019</li><li>9. VAT Returns and proof of payment from the months of May to July 2020</li><li>10. BIR Registration Certificate (Form 2303)</li></ol> |
| <b>II. SECOND ENVELOPE</b>  |
| <ol style="list-style-type: none"><li>1. Price Proposal</li></ol>   |