

**FOR ALL INTERESTED GOVERNMENT AGENCY, PRIVATE LESSORS AND LEASING COMPANY:**

In connection to the office space lease of our *LANDBANK Greenhills – Ortigas Avenue Branch* located on the Ground Floor of A & E Building, Ortigas Avenue, Greenhills, San Juan City, may we invite/request you to submit quotation for one of your properties near our Branch with the following salient features:

Term	Not more than ten (10) years
Lease Period	
Lot Area	200 to 300 square meters
Floor Area	200 to 300 square meters
Monthly Lease Rental <i>(indicate if inclusive or exclusive of tax)</i>	1 <sup>st</sup> year – P _____ 2 <sup>nd</sup> year – P _____ 3 <sup>rd</sup> year – P _____ 4 <sup>th</sup> year – P _____ 5 <sup>th</sup> year – P _____
VAT	(indicate if to be shouldered by Lessor or Lessee)
Security Deposit	Equivalent to One (1) Month Rent
Advance Rental	Equivalent to One (1) Month Rent
Escalation Rate	5% per year starting on the 3 <sup>rd</sup> year of the lease term
Pre-Termination Clause/Penalty	Pre-termination allowed without penalty or charges subject to 60 days prior written notice
Return of Leased Premises	No obligation to restore the leased property in its original condition

You may send your offer directly to Ms. Manelyn L. Macawili of Facilities Management Department at [EMS@landbank.com](mailto:EMS@landbank.com).