

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

In connection with the office space for our LANDBANK San Jose (M) Branch located at the Barangay VI, San Jose, Occidental Mindoro, we would like to invite you to submit a quotation for one (1) of your properties near our branch with the following salient features:

Contract Duration/ Lease Term	Not more than two (2) years (Note: Lease contract/period begins upon receipt of Notice to Proceed)
Floor Area	500 – 1000 sqm.
Monthly Lease Rental (inclusive of applicable taxes)	1 <sup>st</sup> year – P _____ 2 <sup>nd</sup> year – P _____
VAT	(indicate if to be shouldered by Lessor or Lessee)
Escalation Rate	
Other Charges / Costs if any	P _____
Security Deposit	Equivalent to One (1) Month Rent
Advance Rental	Equivalent to One (1) Month Rent
Total Contract Price	P _____
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 Mr. Alvin P. Palaypayon, Department Manager of Field Support Services Center IV-B, at [FSSC4b@landbank.com](mailto:FSSC4b@landbank.com)

