

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

In connection with the office space lease for our *various Head Office units/departments/subsidiary*, we would like to invite you to submit a quotation for one of your properties near our branch with the following salient features:

Location	
Contract Duration/ Lease Term	Not more than five (5) years (<i>Note: Lease contract/period begins upon receipt of Notice to Proceed</i>)
Floor Area	Minimum of 3,800.00 square meters; single floor
Monthly Lease Rental (<i>inclusive of applicable taxes</i>)	1 st year – P _____ 2 nd year – P _____ 3 rd year – P _____ 4 th year – P _____ 5 th year – P _____
VAT	(indicate if to be shouldered by Lessor or Lessee)
Escalation Rate	5% per annum starting on the 3 rd year of lease
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 Ms. Manelyn L. Macawili of Facilities Management Department at EMS@landbank.com.