

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

In connection to the office space lease of our *LANDBANK T.M. Kalaw Branch* located on the Ground Floor, Traveller's Life Building, 490 TM Kalaw corner Cortada Streets, Barangay 666, Ermita, Manila, 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	300 to 400 square meters
Floor Area	300 to 400 square meters
Monthly Lease Rental (<i>indicate if inclusive or exclusive of tax</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)
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 rd 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.