



**INVITATION TO SUBMIT BID PROPOSAL**

The **HOME GUARANTY CORPORATION (HGC)** is inviting prospective bidders to submit proposals for the lease of HGC-owned Manila Harbour Centre lots, described below:

| Item No. | TCT No. | Block | Lot              | Area for Lease (in sqm.) | Minimum Lease Rate per sqm. (in Php) | Minimum Monthly Lease (in Php) | Minimum Annual Lease (in Php) | Remarks                                  |
|----------|---------|-------|------------------|--------------------------|--------------------------------------|--------------------------------|-------------------------------|--|
| 1        | 284055  | 6     | 7                | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    | Vacant                                   |
| 2        | 284271  | 10    | 5                | 255.00                   | 270.00                               | 68,850.00                      | 826,200.00                    | Vacant                                   |
| 3        | 284270  | 17    | Portion of Lot 2 | 2,000.40                 | 270.00                               | 540,108.00                     | 6,481,296.00                  | Vacant                                   |
| 4        | 284065  | 6     | 21               | 255.00                   | 270.00                               | 68,850.00                      | 826,200.00                    | Occupied by Mardean James Enterprises    |
| 5        | 284052  | 6     | 4                | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    | Occupied by Philex Logistics Phils, Inc. |
| 6        | 284053  | 6     | 5                | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 7        | 284054  | 6     | 6                | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 8        | 287711  | 6     | 26               | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 9        | 284068  | 6     | 27               | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 10       | 284069  | 6     | 28               | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 11       | 284070  | 6     | 29               | 257.89                   | 270.00                               | 69,630.30                      | 835,563.60                    |  |
| 12       | 284072  | 7     | 1                | 560.14                   | 270.00                               | 151,237.80                     | 1,814,853.60                  |  |
| 13       | 284073  | 7     | 3                | 281.01                   | 270.00                               | 75,872.70                      | 910,472.40                    |  |
| 14       | 284074  | 7     | 4                | 255.00                   | 270.00                               | 68,850.00                      | 826,200.00                    |  |

**GENERAL GUIDELINES:**

1. The lease of the properties is on an “AS-IS, WHERE-IS” basis. Prospective bidders are advised to inspect the properties to determine their physical condition.
2. The Lease Proposal Form (LPF - Form No. 1) and Lessee’s Information Sheet (LIS - Form No. 2) can be secured from the Marketing and Sales Department (MSD) located at the 4<sup>th</sup> Floor, Jade Building, 335 Sen. Gil Puyat Avenue, Makati City starting **October 29, 2018** from 8:00 a.m. to 5:00 p.m. These forms can also be downloaded from the HGC website at [www.hgc.gov.ph](http://www.hgc.gov.ph).
3. A bid security amounting to five percent (5%) of the minimum annual lease shall be paid in cash or manager’s check at the HGC Cashier’s Office located at the 2<sup>nd</sup> Floor, Jade Building. The prospective bidders shall first secure a Payment Acceptance Order from the MSD before paying the bid security to the Cashier.

The bid securities of the winning bidders shall form part of the required security deposit which is equivalent to two (2) months lease rental.

The bid securities of the non-winning bidders shall be refunded upon determination of, and issuance of the Notice of Lease Approval to, the winning bidder.

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4. The bid proposal shall be placed in a sealed envelope and dropped in the designated bid box located at the 4<sup>th</sup> Floor of the HGC office starting October 29, 2018 until 2:00 p.m. of November 13, 2018. The bid proposal shall contain the following documents:
  - 4.1 Filled-out LPF – Form No. 1;
  - 4.2 Filled-out LIS – Form No. 2;
  - 4.3 Copy of Official Receipt covering the Bid Security;
  - 4.4 2017 Income Tax Return stamped received by BIR;
  - 4.5 2017 Audited Financial Statements;
  - 4.6 Business/Corporate documents such as, but not limited to, SEC/DTI Registration, Articles of Incorporation, By-Laws, Business Permit and BIR Registration;
  - 4.7 In case of a corporation, a Secretary's Certificate of authorized signatory to all documents relative to the lease transaction; and
  - 4.8 Other supplementary documents to prove financial capability acceptable to HGC.
  
5. Terms of Lease:
  - Minimum Lease Rate/sqm./month - P270.00;
  - Maximum Lease Term - Three (3) years;
  - Minimum Annual Escalation Rate - Seven percent (7%)
  - Other Terms and conditions:
    - Required Security Deposit - Equivalent to two (2) months lease rental;
    - Required Advance Rental - Equivalent to two (2) months lease rental;
    - Issuance of Post-dated checks (PDCs) - Twelve (12) PDCs covering first year of lease
  
6. All proposals submitted on time shall be opened immediately after the deadline for submission of bids at the 4<sup>th</sup> Floor Conference Room.
  
7. Prospective bidders who submit proposals found to be deficient and/or incomplete shall have until 5:00 p.m. of November 14, 2018 (Wednesday) to correct the deficiency and/or submit the lacking documents.

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REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT

# HOME GUARANTY CORPORATION



Management System  
ISO 9001:2015  
ISO 27001:2013  
www.tuv.com  
ID 9105072967



8. Properties that will remain available for lease shall continue to be posted at the HGC website, [www.hgc.gov.ph](http://www.hgc.gov.ph), and made available for bidding every Tuesday thereafter.
9. The award of lease of the property shall be based on the proposal deemed to be most advantageous to the Corporation.

For inquiries, please call the MSD at telephone numbers 896-0425, 897-3286, or 897-3149 or visit our Office at the 4<sup>th</sup> Floor, Jade Building, 335 Gil Puyat Avenue, Makati City.

THE CORPORATION RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR TO ACCEPT SUCH PROPOSALS AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE CORPORATION.

**JIMMY B. SARONA**  
Officer-in-Charge

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