

NOTICE OF AWARD

26 February 2025

ENGR. GERALD A. PACANAN
Authorized Representative
**DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS REGION IV-B**
DPWH IV-B Compound
EDSA, Diliman
Quezon City



Dear Engr. Pacanan:

We are pleased to inform you that your proposal for the Lease of Office Space for LANDBANK EDSA-NIA Road Branch, for the contract price of NINE HUNDRED SEVENTY SIX THOUSAND TWO HUNDRED EIGHTEEN PESOS and 29/100 (P976,218.29), inclusive of all applicable taxes, is hereby accepted.

The lease shall be for a term of two (2) years beginning upon receipt of our Notice to Proceed. Our Purchase Order will be sent to you through our Facilities Management Department.

May we remind you that failure to return the signed copy of this Notice of Award to our Department (in electronic copy or hard copy) within seven (7) calendar days from receipt thereof shall constitute sufficient ground for cancellation of the contract award and imposition of appropriate sanctions.

Thank you.

Very truly yours,


AUXILLADOR AVITUS D. DOFELIZ
Acting Head
Procurement Department

Conforme:

Signature

Name of the Representative of Lessor

Date


: _____
: GERALD A. PACANAN, CESO III
: _____
: _____



NOTICE TO PROCEED

02 April 2025

ENGR. GERALD A. PACANAN
Authorized Representative
**DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS REGION IV-B**
DPWH IV-B Compound
EDSA, Diliman
Quezon City

Dear Engr. Pacanan:

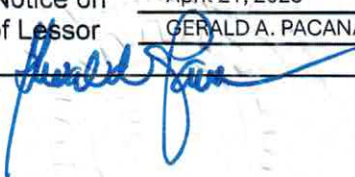
The attached Purchase Order No. **20250226-0124** dated **26 February 2025** in the amount of ₱976,218.29 having been approved, notice to proceed is hereby given to **DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS REGION IV-B** on the Lease of Office Space for LANDBANK EDSA-NIA Road Branch. The lease term shall be two (2) years beginning upon receipt of this notice.

The terms and conditions of the lease agreement are provided in the Purchase Order and Contract of Lease.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one (1) copy and return the other to the Land Bank of the Philippines – Procurement Department through our Facilities Management Department.

Very truly yours,


AUXILLADOR AVITUS D. DOFELIZ
Acting Head
Procurement Department

I acknowledge receipt of this Notice on April 21, 2025
Name of the Representative of Lessor GERALD A. PACANAN, CESO III
Authorized Signature 



LAND BANK OF THE PHILIPPINES

PURCHASE ORDER

CLASS D

PRF NO.: 287509	DATED: 2/06/2025	PO NO.: 20250226-0124	DATED: 02/26/2025
RFP-GS-20250130-01 GIBAC Resolution No. 2025-083	DATED: 02/13/2025	REQUISITIONING DEPT/OFFICE: FMD	

TO: DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS REGION IV-B
DPWH IV-B Regional Office, Division Office, Quezon City
GERALD A. PACANAN, CESO III

DELIVERY PERIOD

Items specified below shall be delivered within *
calendar days after receipt of PO or as indicated in the TOR.

ITEM NO:	QTY.	UNIT	ITEM AND SPECIFICATION	UNIT PRICE	TOTAL
	Two (2) Years		Lease of Office Space for LANDBANK EDSA-NIA Road Branch Contact Person: MR. ALEXANDER S. LAZARO Vice President/Head FACILITIES MANAGEMENT DEPARTMENT (FMD) LANDBANK Plaza Building 1598 M.H. Del Pilar corner Dr. J. Quintos Streets, Malate, Manila Telephone No. 8522-0000 local 2089	P	976,218.29 inclusive of all applicable taxes

- NOTES:**
1. See Terms and Conditions at the back hereof.
 2. Breakdown of cost per attached Annex A.
 3. Lease Term: Two (2) Years beginning upon receipt of the Notice to Proceed.
 4. Procured through Negotiated Procurement (Sec. 53.10 - Lease of Real Property and Venue).
 5. Original copy of Billings/Invoices must be submitted to
LANDBANK EDSA-NIA Road Branch.
 6. To facilitate payment through direct credit to a deposit account, Lessor is
required to maintain a deposit account with LBP's Cash Department or
any LBP On-Line Branch. Accordingly, please furnish LANDBANK EDSA-NIA Road
Branch your Account Number.
 7. Lessor must coordinate billings and other concerns with LANDBANK EDSA-NIA Road Branch.
 8. Lessor must sign and abide by the terms and conditions of the Lease Contract.

For: The Approving Authorities

The subject requisition is submitted herewith for the consideration/approval with the information that the unit price(s) of the above supplier is/are based on repeat orders / actual canvass / sealed bids / public bidding, the outcome of which is reflected on the attached copy of the previous Purchase Order/Canvass Sheet/Abstract of Quotations/Bids.

LEONOR F. SANTOS

Team Leader, Purchasing Team 3

APPROVED:

AUXILIADOR AVITUS D. DOFELIZ

Acting Head

Procurement Department

We hereby bind ourselves with the terms
and conditions printed on the reverse side hereof
which we have read and understood clearly.

GERALD A. PACANAN, CESO III
Regional DirectorSIGNATURE OVER PRINTED NAME OF
SUPPLIER/CONTRACTOR & DATE

COPY 1-SUPPORTING DOCUMENT FOR PAYMENT

LEASE PAYMENT SCHEDULE FOR REAL PROPERTY

Matrix of Lease Payment Schedule for the Lease of Office Space for LANDBANK EDSA-NIA Road Branch

Year	Basic Rent*	Floor Area (sq.m.)	Monthly Rate (Inclusive of VAT)	Unit Cost per sq.m. (Inclusive of VAT)	Total Monthly Rate (Inclusive of VAT and Escalation Rate)	No. of Months	Total Rent per Year
LEASE RENTAL							
1st	34,047.79	137.20	38,133.53	277.94	38,133.53	12	457,602.36
2nd	35,750.18	137.20	40,040.20	291.84	40,040.20	12	480,482.40
Sub-Total							938,084.76
OTHER COST:							
SECURITY DEPOSIT (Equivalent to One (1) Month Rent); Inclusive of VAT							
1st	38,133.53	---	---	---	---	---	38,133.53
GRAND TOTAL							Pho976,218.29

Notes:

- 1) Inclusive of 5% escalation rate per annum
- 2) Advance rental equivalent to one (1) month rent shall be paid in the 1st year of the lease, applicable on the 1st month
- 3) Contract Duration: Two (2) years beginning upon receipt of Notice to Proceed on

first month of the lease term

Conformed by:

GERALD A. MACANAN, CESO III
Regional Director

DEC 09 2024

LESOR

Annex A