

## **TERMS OF REFERENCE**

### **Office Space Lease for the National Home Mortgage Finance Corporation Head Office**

The National Home Mortgage Finance Corporation (NHMFC) was created in December 1977 by virtue of Presidential Decree No. 1267 primarily to develop and operate a viable home mortgage market by purchasing mortgages originated by both private and public institutions that are within government approved guidelines. Said mortgages shall be seasoned, pooled and securitized to recycle funds to provide liquidity for housing.

NHMFC is requiring the submission of proposals from prospective office space owners for a five (5) year lease contract starting 01 April 2016.

**APPROVED BUDGET:** The funding source is from the approved Corporate Operating Budget (COB) for CY 2016 in the amount of Forty Eight Million Pesos (Php 48,000,000.00) for the first year only, inclusive of all applicable taxes and fees.\*

\*The contract price may be subject to escalation rate as may be proposed by the lessor, which shall be subject to evaluation.

#### **DELIVERABLES:**

##### **A. LOCATION**

The location of the office space to be leased must be within a two-kilometer (2 km.) radius from the existing NHMFC Head Office located at 104 Amorsolo Street, Legaspi Village, Makati City, preferably within the Central Business District of Makati. The proposed office space should be readily available for occupancy and accessible to the commuting public.

##### **B. SPACE REQUIREMENTS**

The minimum useable space requirement is at six thousand one hundred fifty square meters (6,150.0 sq.m.). The floor level of the offered office space shall be higher than the ground/road level. The proposed office space must be adequately serviced by escalator(s) and/or elevator(s) and facilities for Persons with Disabilities (PWD).

##### **C. PARKING REQUIREMENT**

The lessor shall provide for free at least thirty five (35) parking slots for the exclusive use of the NHMFC service vehicles, employees, clients and visitors of the Corporation, aside from non-exclusive privilege to use the remaining common parking space/area.

#### **D. BUILDING EQUIPMENT AND FACILITIES**

The office building shall be made of reinforced concrete, structural steel or a combination of both. The office building must have the following minimum facilities / amenities, viz:

1. Main meter and /or sub-meter for electric and water supply exclusively for the use of NHMFC.
2. There should be a provision for electrical system (single-phase or three-phase) for air-conditioning units and other office equipment to be installed.
3. It is preferred that the building has a centralized air-cooled or water-cooled air-conditioning system. The Lessor shall at his expense maintain the air-conditioning unit in good running condition;
4. With fire / emergency exits and fire alarm/detection system;
5. Electrical facilities / Requirements:
  - a. With electric power connection and own meter capable of handling power requirement;
  - b. All electrical fixtures, convenience outlets, switches, and telephone jacks / terminals shall be in good working condition;
  - c. All electrical components within the building shall meet the electrical load requirements provided for by NHMFC; and
  - d. Preferably, the building has a stand-by generator of at least 300 KVA power capacity to keep the lights, desktop PCs and printers of the NHMFC operational during power interruptions.
6. There should be ample provision for communication lines/system.
7. Provision for one (1) male and female comfort rooms (C.R.) with lavatory, mirror and exhaust fan located in each floor, with ample number of cubicles per C.R.
8. Floor to ceiling clearance must be at least 2.40 meters.
9. The building owners should provide free adequate space for the installation of horizontal / vertical signage for exclusive use of NHMFC. Electrical outlet / systems for the sufficient lighting of the NHMFC signage must also be provided.
10. NHMFC should be allowed to demolish/chip portion of wall and floors for the installation of A/C units and other equipment, and to repair the same.

Note: It should be understood that spaces of external and internal walls within the perimeter whether permanent or temporary, as well as elevators, stairways, fire exits, common corridors, common hallways, common comfort rooms, A/C rooms, are not considered in the computation of total office floor area.

#### **E. I.T. REQUIREMENTS**

The building must have the following:

1. Provision for the installation of horizontal and vertical network cabling (Structures Cabling Infrastructure);
2. The ceiling should have at least 0.25 meter to 0.50 meter clear space from the bottom of the beams and slab, etc. for the installation of horizontal cabling of data cables;
3. NHMFC should be allowed to demolish/chip portion of wall and floors for the installation of data cables, and to repair the same;
4. The ceiling must have removable / detachable board for the installation of network cables, or availability of sufficient ceiling space / board breaks to install network cables wiring harness; and
5. With facility for cable entry (service entrance) for possible installation of network cables from telecommunications companies going to the RISER and Telecommunications Room/Server Room/IT Room.

#### **F. TERM OF LEASE**

The term of lease shall be for a period of five (5) years, subject to such terms and conditions as may be agreed upon during contract negotiation.

#### **G. DOCUMENTARY REQUIREMENTS**

1. Licenses / Permits: Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary
2. Floor Plan, Electrical Plan (As-Built), Sanitary Plan (As-Built)

#### **H. OTHER PROVISIONS**

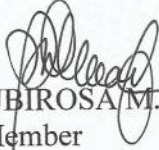
1. The lessor shall undertake major repairs and maintenance of the office building premises, civil, electrical, sanitary, and mechanical equipment/systems/components. Please note that expenses for the aforementioned shall be shouldered by the owner/administrator of the building.
2. Leasehold improvement and signage installation (plan to be presented after ocular inspection of the office space being offered for lease) must be allowed.

3. Future renovations and partitioning shall only be done with Lessor's consent. The Lessee may, if so desires, request the Lessor for the installation, at the Lessee's expense, of extra fixtures and additional electric, water and communication facilities.
4. Any movable structures installed by NHMFC may be removed if the office space is vacated.
5. The NHMFC reserves the right to accept or reject any Bid, to annul the bidding process and/or to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.


Recommended by:

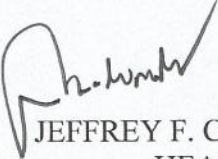
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Project: Office Space Lease for the  
National Home Mortgage Finance Corporation Head Office


Approved by:

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Feb. 19, 2016

  
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