

# NATIONAL HOME MORTGAGE FINANCE CORPORATION

## TERMS OF REFERENCE

### LEASE OF OFFICE SPACE FOR NHMFC CEBU CITY

The National Home Mortgage Finance Corporation (NHMFC) was created in December 1977 by Presidential Decree No. 1267. It was mandated to increase the availability of affordable housing loans to finance the Filipino homebuyer's acquisition of housing units through the development and operation of a secondary market for home mortgages. As the major government home mortgage institution, the NHMFC was mandated to operate a viable home mortgage market by purchasing mortgages originated by both private and public institutions that are within government-approved guidelines.

In the performance of its mandate, NHMFC has been implementing various corporate programs to enhance the delivery of services and provide more avenues for client-borrowers/prospective buyers to avail of NHMFC services.

To continue the implementation of its mandate and effectively serve its clientele, particularly in the Western Visayas Region, NHMFC needs to lease office space within Cebu City.

#### APPROVED BUDGET

The funding source is from the approved Corporate Operating Budget (COB) for CY 2018 in the amount of Two Hundred Seventy Thousand (P270,000.00) for the first year only, inclusive of all applicable taxes and fees.

NHMFC is requiring the submission of proposals from prospective office space owners for a THREE-YEAR Lease Contract.

#### A. LOCATION

The location of the office space to be leased must be strategically located within the heart of Cebu City. The proposed office space should be easily accessible to the commuting public.

#### B. SPACE REQUIREMENT

The space requirement is at least One Hundred Thirty-Two (132) square meters.

#### C. PARKING REQUIREMENT

The lessor shall provide for free at least one (1) parking slot for NHMFC.

#### 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:

1. Sub-meter for electric and water supply exclusively for the use of NHMFC;
2. There should be provisions for electrical system for office equipment to be installed;
3. There should be comfort rooms for NHMFC employees, clients, and guests,
4. With fire / emergency exit and fire alarm; and,
5. The office building has a space provision for a stand-by generator that can keep the lights, desktop PCs and printers of the NHMFC operation during power interruptions.

**E. TERM OF LEASE**

The term of lease shall be for a period of three (3) years, subject to such terms and conditions as may be agreed upon during contract negotiation.


**F. DOCUMENTARY REQUIREMENTS**

1. Licenses / Permits: Occupancy Permit, Fire, Electrical, Mechanical, and Sanitary
2. SEC/DTI Registration;
3. Mayor's/Business Permit;
4. Audited Income Tax Return;
5. PhilGEPS Registration Number

**G. OTHER PROVISIONS**

1. Leasehold improvement and signage installation must be allowed by the Lessor (a plan must be presented to the Lessor prior to improvement/signage installation)
2. 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:

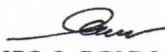
  
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