



Boy Scouts of the Philippines

National Office

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INVITATION FOR NEGOTIATION FOR LEASE OF PROPERTY

Negotiated Lease – Three (3) Failed Biddings
For the Lease of Commercial Space No. 3

Dear Sir/Madam:

In view of the three (3) failed biddings, the Boy Scouts of the Philippines – Special Bids & Awards Committee (BSP-SBAC) invites interested lessors to participate in the Negotiation Lease for the Commercial Space No. 3 located at the right side of the main entrance at the Ground Floor of BSP National Building Office, 181 Natividad Almeda-Lopez Street, Ermita, Manila.

The schedule of Activities are as follows:

Activities	Schedule/Place
1) Publication	November 18, 2022, BSP Website, BSP Facebook page and Posting within the vicinity
2) Pre-Negotiation Conference	November 25, 2022, 3:00pm, 5 th Floor, NEB Room, BSP National Office, Manila
3) Deadline for the Submission of the Best and Final Offer.	November 28, 2022, 1:00pm 4 th Floor Economic Enterprise Division, BSP National Office, Manila
4) Opening of Proposals	November 28, 2022, 3:00pm 5 th Floor, NEB Room, BSP National Office, Manila

General Guidelines:

1. The TOR consists of Sections I to III which include all the Sections indicated below and shall be downloaded for free at <http://scouts.org.ph/> or upon request through e-mail at sbac.bsp@gmail.com, provided that the amount of Three Thousand pesos (Php 3,000.00) as participation/filing fee shall be paid to the BSP Cashier located at 4th floor Finance Division, prior to submission of proposal/offer.
2. Interested Proponents are welcome to conduct their own site visit and ocular inspection prior to the opening of Bid documents.
3. The BSP and the SBAC reserves the right to reject any or all offer, to waive any minor defects therein, to annul the process, to reject all offers at any time prior to the award of the contract, without thereby incurring liability to the affected proponent/s, and to accept only the offer that is most advantageous to the government.

Please submit the copies of the following documents during the Submission of the Best and Final Offer:

ENVELOPE A: Financial Offer and Proponent's Statement (To be submitted during opening of proposals)

2.1.1 OFFER FORM wherein the amount of offer is expressed in Philippine Peso value (Annex D);

2.1.2 Duly notarized Proponent's Eligibility Statement (Annex A);

2.1.3 Proponent's Profile (Annex B);

2.1.4 Work and Financial Plan (Annex E);

2.1.5 **For Corporations:** a Board Resolution or Secretary's Certificate of the Proponent Corporation (or all members, in case of a Consortium),

For Partnerships: A Managing Partner's Certificate,

For Sole Proprietorship: Special Power of Attorney by the sole proprietor-proponent authorizing a signatory to sign and represent the proponent if the signatory of the proposal is not the proprietor/proponent himself/herself, expressly authorizing their intention to lease, and appointing their authorized signatory/ies and representative/s for this purpose.

2.1.6 Official Receipt/Deposit Slip as proof of payment of Participation/Filing Fee of Three Thousand pesos (Php 3,000.00).

ENVELOPE B: Legal and Technical Documents (To be submitted upon notice by the SBAC)

- 2.1.7 Summary of Previous and Current Contracts of lease that the Proponent has entered into. (Annex C);
- 2.1.8 Certified true copies of bank statements/passbook for the previous three months
- 2.1.9 If the proponent is a Corporation/Partnership, Certificate of Incorporation/Registration from the Philippine Securities and Exchange Commission (SEC) and the General Information Sheet (GIS) for the latest applicable calendar or fiscal year, or the foreign equivalent documents; OR Registration Certificate with the Department of Trade and Industry for Sole Proprietorships OR PRC/ICB Certificate of Registration for professional in practice;
- 2.1.10. Articles of Incorporation/Partnership and By-Laws, or the foreign equivalent documents for foreign entities, of applicable;
- 2.1.11 **For Commercial Lease:** Business Permit or Professional Tax Receipt;
For Residential Lease: Signatory's Competent Evidence of Identity, Alien Certificate of Registration with passport or Valid Identification Document;
- 2.1.12 BIR VAT/NON-VAT Registration Certificate and Tax Clearance Certificate or an undertaking to comply with the procurement and the subsequent submission of Tax Clearance Certificate with a waiver of offer proposal in case such clearance is not presented when demanded by the owner, supported with a duly accomplished Tax Compliance Verification Sheet. (This is not applicable for lease of residential condominium units);
- 2.1.13 Audited Financial Statements for the last 2 fiscal years or from the date of its operation; (This is not applicable for lease of residential condominium units);
- 2.1.14 Income Tax Returns for the last 2 years or from the date of its operation;
- 2.1.15 Latest interim Financial Statements (unaudited); (This is not applicable for lease of residential condominium units);
- 2.1.16 Biodata or curriculum vitae of all key officers / incorporators for a corporation OR the proprietor for a sole proprietorship.
- 2.1.17 Terms of Reference (TOR) signed by the proponent on each and every page.

For your concerns or clarifications, please contact the SBAC-Chairman at Telephone Nos. (02) 8527-58317 to 19 loc. 406 or email address at sbac.bsp@gmail.com.



SOFRONIO D. HONTANOSAS
Chairman, Special Bids and Awards Committee
Boy Scouts of the Philippines