

November 4, 2021

HON. EUGENIO JOSE V. LACSON  
GOVERNOR  
PROVINCE OF NEGROS OCCIDENTAL

PROVINCIAL LEGAL OFFICE  
RECEIVED BY:           
DATE: NOV 09 2021 TIME: 9:30

Thru: ATTY. RAYFRANCO P. DIAZ II  
Prov/I Administrator/BAC Chairperson  
Province of Negros Occidental

Dear Hon. Governor Lacson,

Greetings!

I, Sharmaine Anne M. Baloyo, pursuant to Rule IV of the Implementing Rules and Regulations of Ordinance No. 1, series of 2014, "AN ORDINANCE ESTABLISHING THE NEGROS FIRST CYBERCENTRE AND FOR OTHER PURPOSES PERTINENT THERETO, as amended by Ordinance No. 017, Series of 2014" would like to tender my proposal to lease unit/s M09-F & M09-H located at the main building of the Negros First Cyber Centre for the amount of twelve thousand eight hundred pesos (12,800.00) - M-09F and nine thousand three hundred seventy five pesos (9,375.00) - M09H. Details of my proposal are hereto attached as Annex "A".

I would like to lease the above mentioned units for the purpose of a dental clinic.

Attached with my letter-proposal are the following documents:


1. DTI registration
2. Certificate of Registration BIR
3. Audited Financial Statement
4. Tax Clearance (to follow-on process)

Should you have any comments or corrections to my proposal, my dental clinic is more than open to accommodate the same. My contact details are 0916 3198452 and email add: [sharmz\\_anne@yahoo.com](mailto:sharmz_anne@yahoo.com),

Hoping for your favorable response regarding my proposal.

Thank you and Abanse Negrense!

Sincerely yours,

  
SHARMAINE ANNE M. BALOYO  
Dentist/Proprietor  
S A Dental Clinic

**Proposal Details for M09-F & M09-H of Negros First Cyber Centre  
ANNEX "A"**

**Business Name:** S.A. BALOYO DENTAL CLINIC  
**Type of Business:** DENTAL CLINIC

**1. Leased Premises**

1.1. Location	NFCC CYBERCENTRE COMPLEX, (the " Subject Property") in corner of Lacson & Hernaez Streets
1.2. Unit No/s	M-09F (Fronting Lacson Street) M09-H(Fronting Parking Space)
1.3. Area (sqm)	M-09F - 32 square meters M09-H - 25 square meters
1.4. Building Wing	Main Building
1.5. Floor Level	Ground Floor
1.6. Purpose of Lease	Dental Clinic

**2. Term of Lease**

2.1. Lease Period	One (1) Year December 1, 2021 - November 30, 2022
2.2 Hand-over/ Turn-over Date	December 1, 2021
2.2. Rent=Free/Fit-out Period	N/A
2.3. Rental Start Date	December 1, 2021
2.4. Expiry Date	November 30, 2022

**3. Rent and other Fees**

3.1. Monthly Rental Rate	1 <sup>st</sup> year - Php 12,800.00- M-09F - 32 square meters 1 <sup>st</sup> year - Php 9,375.00 - M-09H - 25 square meters  Rate is subject to VAT, if applicable
3.2. Common Utilities & Service Area (CUSA) Fees	1 <sup>st</sup> year - Php 1,920/month (23,043/year)-M-09F 1 <sup>st</sup> year - Php 1,406.25/month (16,875.00/year) -M-09H  Rate is subject to VAT, if applicable
3.3. Advance Rent	Equivalent to three (3) month's rent or Php 44,160.00 - M-09F Equivalent to three (3) month's rent or Php 32,343.75.00-M-09H Inclusive of CUSA and applicable taxes.  Advance rent will be applied on the last three (3) months of the lease term.
3.4. Security Deposit	Equivalent to three (3) months basic rental or Php 38,400 M-09F Equivalent to three (3) months basic rental or Php 28,125.00 -M-09H

4. Manner of Payment

4.1. Frequency	Monthly, due no later than the 10 <sup>th</sup> day of every month
4.2. Mode of payment	Post-dated checks for the monthly full rental fees (base rent, CUSA, and applicable taxes)  Cash or on date check or deposit to our bank account for the utilities (electricity and water, if applicable)
4.3. Common Utilities and Service Area (CUSA)	15% of the monthly rate. Collection to commence at handover
4.4. Advance Rent	Equivalent to three (3) months full rent and CUSA M-09F - three (3) month's rent or Php 44,160.00 M-09F - CUSA - three months advance 5,760.00 M-09H - three (3) month's rent or Php 32,343.75.00 M-09H - CUSA three (3) month's advance- 4,218.75