



**TERMS OF REFERENCE (TOR)**  
**Pro Shop at ERGCCI Main Clubhouse**  
**(For Norman and Faldo Golf Courses)**

1. Area for lease 70 sqm
2. Monthly rental fee of Php36,000.00 or the total sum of the agreed percentages of Merchandise Sales, whichever is higher. The agreed percentage for each Merchandise Sale is as follows:
  3. 10% for items sold at SRP up to 15% discount
  4. 5% for items sold at 16% to 39% discount
  5. No commission for items sold at 40% discount and above.
6. Term: 2 years from February 1, 2025 to January 2027
7. One month advance rental and payment of Security deposit equivalent to 2 months rent upon signing of the contract to pay for any damage to the leased premises.
8. All expenses for the construction, renovation, repair, and upkeep of the Pro shop in the leased premises shall be for the account of the lessee.
9. A fixed monthly utility fee of Php6,000 for light, electricity, internet, and water shall be paid by the lessee starting on the day of turn over of the leased premises.
10. Lessee shall give to the members/participants of the Club's tournaments a 10% discount on all regularly priced items on display.
11. Lessee shall assign at least 2 store personnel to manage the Pro Shop and keep it open from Mondays to Sundays, between 8am to 6pm, to synchronize operating hours with the Club.
12. Any additional proposals are to be included in the sealed bid.
13. All bids should be submitted to the office of the General Manager of Eagle Ridge Golf and Country Club, Inc. The deadline for submission of bids is on January 10, 2024 at 12:00 noon.
14. The Bids and Awards Committee shall deliberate on the submitted proposals based on their merits and will decide within 1 week after the bidding.
15. The winner of the bidding shall be announced on or before January 15, 2024, 12:00 noon.

Antonio Carlos Ocampo  
General Manager