



TERMS OF REFERENCE FOR THE BIDDING OF COMMERCIAL SPACE AT MAIN DRIVING RANGE

Main Driving Range, Eagle Ridge Golf & Country Club

I. Background

Eagle Ridge Golf & Country Club (ERGCC) shall invite interested and qualified parties to participate in the selection process for the lease of the Commercial Space located at the Main Driving Range of the Club.

II. Objective

The objective of this engagement is to secure a qualified and reputable retailer to lease and operate the Commercial Space at the Main Driving Range of Eagle Ridge Golf and Country Club (ERGCC).

III. Summary of Opportunity

- Lease for: Commercial Space
- Location: Main Driving Range
- Concession Term: Three (3) years, renewable upon mutual agreement
- Monthly Rental: ₱20,000 (VAT-inclusive)
- Utility Fee: ₱4,000/month or thru sub-meter. Installation of sub-meter will be shouldered by the Lessee.

IV. Terms of Reference

This engagement shall be governed by the Terms of Reference (TOR):

Item	Requirement & Details
1. Scope of Services	Lease of a commercial space at the Main Driving Range for the operation.



2. Location	Commercial Space at the Main Driving Range, Eagle Ridge Golf and Country Club, General Trias, Cavite
3. Term of Lease	Fixed term of three (3) years, renewable upon mutual agreement of the parties.
4. Monthly Rental	₱20,000.00 per month, inclusive of VAT, payable on or before the 5th of each month.
5. Utilities	Monthly utility fee of ₱4,000.00 or thru sub-meter. Installation of sub-meter will be shouldered by the Lessee.
6. Operating Hours	The Commercial Space should be the same with the operating hours in Driving Range.
6. Security Deposit	One (1) month advance and one (1) month deposit payable upon signing of the Lease Agreement.
7. Repairs and Maintenance	Structural repairs and upkeep shall be the responsibility of the Club. The Lessee shall be responsible for daily cleanliness and other maintenance.
8. Termination	Either party may terminate the lease upon sixty (60) days' prior written notice.
9. Legal Relationship	No employer-employee relationship shall exist between the Lessee (or its staff) and the Club.
10. Insurance	Lessee to obtain property and liability insurance at its own expense.
11. Compliance	The Lessee shall strictly observe all Club policies, rules, and standards including health, sanitation, and security.



12. Permits and Taxes	The Lessee shall be responsible for securing all necessary permits and licenses and for the timely payment of all applicable taxes and fees.
13. Performance Evaluation	Lessee performance will be subject to periodic evaluation based on compliance, service quality, and client satisfaction.

V. Selection Process

ERGCCI shall adopt a competitive selection process in accordance with the ERGCCI Guidelines on Sealed Bidding for Competitive Contracts and Non-Professional Services.

In addition, the selection process shall include site inspection (if applicable), and due diligence on the existing operations, following the eligibility criteria and documentary requirements listed below.

VI. Eligibility Criteria

Interested service providers must meet the following minimum eligibility requirements:

1. At least two (2) years of experience in managing and operating retail or sports-related merchandise outlets.
2. Proven track record in operating similar establishments (e.g., golf pro shops, club retail, sporting goods stores).
3. Duly registered business in the Philippines.
4. No record of past contract termination due to default with any other entities



VII. Documentary Requirements

Interested service providers must submit the following documents:

1. Letter of Intent
2. Company Profile and Relevant Experience
3. SEC/DTI Registration Certificate
4. Latest Mayor's Permit and BIR Registration
5. Audited Financial Statement (past 2 years)
6. Technical proposal describing how the service provider intends to meet the requirements of the Club and what goods, equipment, or services
7. Sample List of Products and Costs
8. List of Existing Clients (if any)
9. Other documents that the Bidding Committee may require

For questions and inquiries, you may contact 09985455106. Interested bidders may submit their bid at Membership Office or email at eridge.memaffairs@gmail.com and eridgegolfsec@yahoo.com.

Thank you.

The Management