

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	PROPERTY MANAGEMENT, SECURITY & UPKEEP MANUAL	Class Code: D
		Reference Code: OM-PMS-3.0
	Chapter 3: Marketing, Pricing and Property Service Fee	Revision Number: 00
		Date: Effective Nov. 20, 2018
		Page 1 of 2

A. General Guidelines

1. The PMMS Department shall spearhead the marketing of the property management, security and upkeep services to build and expand the client base.
2. The PMMS Department shall continuously market the services to obtain new clients to improve the viability and profitability of the Corporation.
3. Contracts for property management, security and upkeep services may be obtained through negotiation or through participation in biddings conducted by private as well as government entities.
4. All marketing letters, quotations, and bids shall be reviewed by the President & CEO prior to submission to prospective clients to ensure soundness, adequacy, and propriety of the proposal.
5. LBRDC shall charge its clients the service fee for managing and maintaining the properties of the client as revenue to sustain its operation.
6. LBRDC's pricing shall be determined by the projected profit to be gained from undertaking the project of Service Agreement taking into consideration the type of services engaged with the clients whether deployment of caretaker or security guard, number of caretakers and security guards required, location of the property, number of titles, administrative or overhead costs to be incurred, etc.
7. Value added tax (VAT) and other related taxes shall be included in the pricing

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		Page 2 of 2

B. Specific Guidelines

Specific guidelines shall be issued to comply with the policies and guidelines on the service fee for property management, security and upkeep services.

Below are the guidelines on the Property Service Fee to its clients. Any deviation from these guidelines shall be presented to the EXCOM or the authorized approving officer per Codified Approving/Signing Authority (CASA) for approval.

- a. Caretaker fee, minimum of ₱2,500.00 per month (subject to change from time to time when necessary and as agreed upon by the parties).

For properties that require posting of security guard, LBRDC shall charge fee based on PADPAO rates in the region where the property is located.

- b. For the periodic ocular inspection (POI), the costs to be included are:

- Per diem ₱800.00/day or the equivalent approved per diem
- Transportation Variable
- POI fee ₱300.00/title

- c. Overhead, contingencies and miscellaneous (OCM), 10% of caretaker, security services fee and POI.

- d. The above computation is subject to 12% VAT.

Sample costing for caretaker and security services are shown in Annex 2 and Annex 3, respectively.