



COMMERCIAL AND INDUSTRIAL ESTATES DEPARTMENT

External Services

3. DISPOSITION OF COMMERCIAL/INDUSTRIAL/INSTITUTIONAL(C/I/I) LOTS / PROPERTIES THROUGH NEGOTIATED SALE	
A mode of disposition through purchase or lease of commercial/industrial and prime properties which is open to participation by any interested party, resorted to only after two (2) failed biddings and with valid pricing.	
Office or Division:	COMMERCIAL/INDUSTRIAL BIDS AND AWARDS COMMITTEE (COINBAC)
Classification:	Complex Transaction
Type of Transaction:	G2B - Government-to-Business; G2G - Government-to-Government; G2C - Government-to-Citizen
Who may avail:	Applicants for Purchase or Lease of Non-Estate Based C/I/I Lots/Properties
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Individuals or Single Proprietorships	
1. Sworn Letter of Intent (original)	Secure Form from District Office
2. 2x2 ID picture	Any reputable photography stores and services
3. Government-issued picture IDs such as: (at least 2 IDs)	
·Driver's License	Land Transportation Office (LTO)
·Passport	Department of Foreign Affairs (DFA)
·GSIS/SSS/PHILHEALTH/PAGIBIG	GSIS/SSS/PHILHEALTH/PAGIBIG
·Government Office	Government Office where applicant works
·BIR (digitized)	Bureau of Internal Revenue (BIR)
·Voter's ID	Commission on Elections (COMELEC)
·PRC/IBP/OWWA	PRC/IBP/OWWA
·Senior Citizen/PWD/Solo Parent ID	Local Office of the Senior Citizen Affairs (OSCA)
·Solo Parent Identification Card	City/Municipal Social Welfare and Development (C/MSWD) Office
·Persons with Disabilities (PWD)	Office of the Mayor / Office of the Brgy. Captain / National Council on Disability Affairs (NCDA or its regional counterpart DSWD Offices / Participating organizations with memorandum of agreements with the Department of Health



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Individuals or Single Proprietorships	
4. For married applicants	
·Marriage Certificate (1 certified copy and 1 photocopy)	Civil Registry or Philippine Statistics Authority (PSA)
·Affidavit of Separation-In-Fact (For applicants not legally separated/annulled)	Lawyer
5. For legally separated, marriage is annulled, marriage declared null and void	
·Certificate of Finality of the appropriate Court Decision (1 original)	From the Court where the case is filed
6. If naturalized citizen, Alien Certificate of Registration (ACR) (1 original and 1 photocopy)	Philippines Bureau of Immigration Office
7. Any or a combination of the following documents to support financial capability	
·Income tax Returns for the last two years duly stamped received by BIR (1 original and 1 photocopy)	Bureau of Internal Revenue (BIR)
·Affidavit of Income or Affidavit of Support from immediate members of the family (1 original)	Lawyer
·Affidavit or Certification of existing bank deposit (1 original)	Applicant's Bank/s
·Certificate of Employment (1 original)	Applicant's Employer/s
·Business Permit and DTI Registration (1 original and 1 photocopy)	Local Government Unit (LGU)
8. Special Power of Attorney, if applicant is represented (1 original)	Person being Represented
For Partnerships/Corporations/Companies	
1. Sworn Letter of Intent (1 original)	Secure Form from District Office
2. 2x2 ID picture of authorized representative and/or signatory (1)	Any reputable photography stores and services
3. Certificate of Registration with government agency (e.g. , Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA) (1 photocopy)	Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), Cooperative Development Authority (CDA), etc.
4. Board Resolution authorizing the company to purchase CII units from NHA, and designating an authorized representative and/or signatory to sign documents (1 original)	Corporate Secretary of the Board of the company



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Partnerships/Corporations/Companies	
5. Valid/Current Government-issued ID of authorized representative and/or signatory to documents (1 original and 1 photocopy) such as:	
·Driver's License	Land Transportation Office (LTO)
·Passport	Department of Foreign Affairs (DFA)
·GSIS/SSS/PHILHEALTH/PAGIBIG	GSIS/SSS/PHILHEALTH/PAGIBIG
·Government Office	Government Office where applicant works
·BIR (digitized)	Bureau of Internal Revenue (BIR)
·Voter's ID	Commission on Elections (COMELEC)
·PRC/IBP/OWWA	PRC/IBP/OWWA
·Senior Citizen/PWD/Solo Parent ID	Local Office of the Senior Citizen Affairs (OSCA)
·Solo Parent Identification Card	City/Municipal Social Welfare and Development (C/MSWD) Office
·Persons with Disabilities (PWD)	Office of the Mayor / Office of the Brgy. Captain / National Council on Disability Affairs (NCDA or its regional counterpart DSWD Offices / Participating organizations with memorandum of agreements with the Department of Health
6. Articles of Incorporation and By-Laws (1 photocopy)	Corporate Secretary of the Board of the company
7. Income Tax Returns with Income Statements for the last two years filed and stamped received by BIR (1 original and 1 photocopy)	Corporate Secretary of the Board of the company



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Secures Sworn Letter of Intent (LOI) form	1.1 Issues Sworn LOI form	NONE	20 Minutes	EM Chief, EM Unit - District Office
2	Submits Sworn LOI with complete supporting documents	2.1. Accepts and evaluates application and submitted supporting documents and forward to the Chairperson, COINBAC, through its Secretariat	NONE	1 Day	EM Supervisor, EM Unit District Manager - District Office Regional Manager - Regional Office
		2.2. Reviews pertinent documents:			COINBAC Secretariat
		2.2.1 Requests the Chairperson to convene the Committee	NONE	4 Hours	COINBAC Secretariat
		2.2.2 Issues Notices of Meeting to Committee Members	NONE	4 Hours	COINBAC Secretariat
		2.2.3 Deliberates the proposal	NONE	4 Hours	COINBAC
		2.2.4 Recommends the approval/disapproval	NONE	4 Hours	COINBAC
	<i>*Resolution is ready for signature before the meeting ends</i>	2.3. Drafts COINBAC Resolution and forwards for signature of COINBAC Chairperson and Members	NONE	1 Hour	COINBAC Secretariat



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.4. Forwards signed Resolution to District/Regional Office through Electronic mail	NONE	10 Minutes	COINBAC Secretariat
		2.5. Forwards signed Resolution to District/Regional Office	NONE	10 Minutes	COINBAC Secretariat, Main Office
		2.6. Prepares/reviews/signs Memorandum of Award (MOA) and initials Notice of Award (NOA)	NONE	4 Hours	EM Supervisor, EM Unit District Manager - District Office
		2.7. Transmits proposed MOA, NOA together with complete records folder to Regional Office	NONE	4 Hours	EM Assistant, EM Unit - District Office
		2.8. Reviews/initials MOA/NOA and recommends for approval RM/GM	NONE	1 Day	EM Chief Head, EM Unit - Regional Office
		2.9. Signs*/Approves* MOA/NOA	NONE	1 Day	Regional Manager - Regional Office/ Manager - Legal Department / General Manager - Main Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2.10. Transmits signed MOA/NOA with complete records folder to District Office	NONE	10 Minutes	EM Assistant - Regional Office / OGM Secretary - Main Office
		2.11. Notifies awardee in writing of approval and advises awardee to go to the District Office to sign contract	NONE	10 Minutes	EM Specialist, EM Unit District Office
3	Receives Notice of Award <i>Compliance to award within five (5) days from receipt of NOA</i>	3.1. Releases Notice of Award	NONE	10 Minutes	EM Specialist, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4	Upon receipt of Order of Payment, pays the following:	4.1 Prepares and signs the Order of Payment for initial payment and notarial fee.	1. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate	10 Minutes	EM Specialist, EM Unit District Manager (EM Chief - as an alternate signatory) - District Office
	4.a. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate 4.b Notarial Fee	4.2 Receives payment and issues Official Receipt	2. Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1 Million below Php 2,000.00 for Selling Price above Php 1 Million	10 Minutes	Cashier - District Office
5	Signs contract with spouse (if married) and witness	5.1 Prepares contract and sign as witness	NONE	10 Minutes	EM Specialist, EM Unit District Manager - District Office
		5.2 Transmits contract with signed MOA/NOA and complete records folder for review of Chief Corporate Attorney	NONE	10 Minutes	EM Assistant - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		5.3 Reviews/signs* contract and CCA notifies DO of schedule of notarization of contract 5.3.1 If with Chief Corporate Attorney	NONE	1 Day	Chief Corporate Attorney Regional Manager - Regional Office
		5.3.2 If without Chief Corporate Attorney, it will be coursed through the Legal Department 5.3.3 If with or without Chief Corporate Attorney but the nature of transaction requires handling by the Legal Department such as existing accounts with Proclamations and Restrictions, Nuisance, etc.	NONE	(Additional 5 days)	Attorney IV - Legal Department Chief Corporate Attorney
		5.4 Notarizes contract and transmits notarized contract with complete records folder to DO		4 Hours	EM Specialist, EM Unit - Regional Office
6	Receives copy of notarized contract	6.1 Releases copy of notarized contract	NONE	10 Minutes	EM Supervisor, EM Unit - District Office



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		6.2 Files perfected contract in Awardee's records folder and central file		10 Minutes	EM Assistant, EM Unit - District Office
		TOTAL:	1. Sale: 10% of the Total Selling Price (TSP) Lease: two (2) months deposit and one (1) month advance of offered lease rate 2. Notarial Fee: 1/10 of 1% of the Selling Price but not less than Php 500.00 for Selling price Php 1Million below Php 2,000.00 for Selling Price above Php 1Million	15 days (considering the days for approval)	
<p><i>Note: * Additional ten (10) days if the GM will approve the award and sign the appropriate contract.</i></p> <p><i>If the GM will sign the contract, it has to be coursed through the Legal Department for review and initial.</i></p> <ul style="list-style-type: none"> • Regional Manager – Php500,000.00 and below – One (1) Day • General Manager – Above Php500,000.00 to Php10 Million – Two (2) weeks • NHA Board of Directors – Above Php10 Million (Board schedule) 					