



PHILIPPINE PORTS AUTHORITY

CITIZEN'S CHARTER
2022 (4th Edition)

PORT MANAGEMENT OFFICE
(External Services)

42. Processing of Application for Medium and Long-Term Lease Proposals (NEW)

This provides the detailed procedure in the processing of applications for medium and long-term lease contracts. The processing of application for medium and long-term leases shall be processed in accordance with PPA AO 22-95 and PPA AO 02-2016.

Medium-Term Lease are those which are granted with a duration of more than one (1) year up to five (5) years while Long-Term Lease are those which are granted for more than five (5) years, depending on the economic life of the permanent structures to be put up.

Office/Division:	Commercial Services Department-Real Estate Management Division (CSD-REMD)/ Port Management Office-Port Services Division (PMO-PSD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business G2G – Government to Government			
Who May Avail:	Lessees/ Permittees/ Shipping Companies Other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-proposal stating the proposed lease terms		Applicant		
2. Duly accomplished Lease Application Form with Customer Registration Form (CRF) together with the following documents: <ul style="list-style-type: none"> • Business Plan/Project Brief • Secretary's Certificate designating the authorized representative to enter into contract with PPA • Vicinity/Location Map 		PPA Website (downloadable forms)/ Applicant		
3. Duly Notarized Omnibus Undertaking		PPA Website/ Applicant		
4. Official Receipt representing payment of filing fee		Port Management Office-Cashier		
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
1. Applicant to submit through electronic mail to the concerned PMO the Portable Document Format (PDF) copy of documents indicated in Items 1-4 and pays the filing fee to the PPA cashier.	1.1 Acknowledges receipt and validates the completeness of documents.	None	1 day	PMO Records Officer/ PMO-PSD/ Authorized Representative
	1.2 Receives payment and issues Official Receipt.	Filing Fee Per PPA AO 02-2016 Medium Term: Php 3,000.00 Long-Term: Php 5,000.00		Cashier

		(exclusive of VAT)		
	1.3 Verifies if property is available for lease & validates other lease requirements (i.e. proposed business is consistent with Port Development Plan).	None	1 day	PMO-PSD/ Authorized Representative
	1.4 Reviews merits of the request and prepares action paper and recommends to CSD (whether lease proposal should undergo public bidding/ publication). Endorses/ transmits lease proposal to the Commercial Services Department (CSD).	None	5 days	PMO-PSD/ Authorized Representative
	1.5 Upon receipt of PMO endorsement and complete documents, CSD, in coordination with LSD further reviews/validates the lease proposal.	None	10 days	CSD-REMD OPR
	1.6 Recommends approval/ signing of Letter transmittal to proponent	None	1 day	CSD Department Manager
	1.7 Signs transmittal letter informing applicant of the result of evaluation.	None	1 day	AGMO/GM
	1.8 Releases the letter to proponent and memorandum to the PMO transmitting the Notice to Lease Ad.	None	4 hours	CSD-REMD OPR
	1.9 Advises applicant that his proposal will be published twice in a newspaper of general circulation for a minimum period of one week. (cost of	None	1 day	PMO-PSD Authorized Representative

	publication to be borne by the applicant).			
2. Applicant publishes the Notice to Lease Ad in a Newspaper of General Circulation (Medium and Long-Term Lease Proposals eligible to undergo simplified bidding or publicity requirement shall be published twice (2x) over a minimum period of one week/7 days	2.1 Awaits until the publication ends	None	7 days	PMO Authorized Representative
	2.2 Awaits submission of comparative offers/ counter proposals within (15) days from the last date of publication.	None	15 days	PMO Authorized Representative
	2.3 Advises applicant of publication result, if there are no comparative applications or counter proposals.	None	1 day	PMO Authorized Representative
	2.4 Recommends/ endorses publication result to CSD.	None	1 day	PMO PM
	2.5 Upon receipt of PMO endorsement and copy of publication result, CSD, in coordination with LSD prepares the lease contract agreement and letter-advise, reviews/recommends approval of lease contract agreement.	None	10 days	CSD-REMD OPR
	2.6 Endorses to the AGM for Operations the lease contract agreement.	None	1 day	CSD Department Manager
	2.7 Endorses the Lease Contract Agreement to the approving authority.	None	1 day	AGMO
	2.8 Approving authority signs the lease contract agreement transmittal.	None	1 day	

	<p>a. For lease contract of 2-5 years</p> <p>b. For lease contract of more than 5 years up to 10 years</p> <p>c. For lease contract more than 10 years</p> <p>2.9 Transmits lease contract agreement to the applicant for signature.</p>	None	4 hours	<p>AGMO</p> <p>GM</p> <p>GM</p> <p>CSD-REMD OPR</p>
3. Proponent/ authorized representative signs the lease contract agreement. Returns the lease contract agreement to PPA.	<p>3.1 Upon receipt of the duly signed contract from the proponent, CSD endorses the signed contract to the approving authority, for counter signature.</p> <p>3.2 The approving authority signs the lease contract agreement.</p> <p>a. For lease contract of 2-5 years</p> <p>b. For lease contract of more than 5 years up to 10 years</p> <p>c. For lease contract more than 10 years</p> <p>3.3 Releases lease contract to the lessee.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>2 days</p> <p>1 day</p> <p>4 hours</p>	<p>CSD-REMD</p> <p>AGMO</p> <p>GM</p> <p>GM</p> <p>CSD-REMD OPR</p>
4. Lessee notarizes lease contract.	4. CSD furnishes copy of duly notarized contract to LSD and PMO concerned.			

Total:	Filing Fee Per PPA AO 02- 2016 Medium Term: Php 3,000.00 Long-Term: Php 5,000.00 (exclusive of VAT)	62 days and 4 hours	
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PORT MANAGEMENT OFFICE
(Internal Services)