

**OFFER SHEET**

CIF No. \_\_\_\_\_

Date \_\_\_\_\_

TO: PHILIPPINE BANK OF COMMUNICATIONS  
Property Sales

This is to formalize our interest to  **PURCHASE**  **LEASE** your Acquired Asset, more specifically described as follows:

**OFFER PRICE (Php)** : \_\_\_\_\_  
TCT Number (s) : \_\_\_\_\_  
Property Area/Size (in sq.m.) : \_\_\_\_\_  
Type/Description/Location of the Property : \_\_\_\_\_

**MANNER OF PAYMENT**

**SALE**

<p><input type="checkbox"/> <b><u>CASH</u></b></p> <p><b><u>Downpayment:</u></b> Php _____ or 10% of offer price, which is tendered simultaneous with this Offer Sheet</p> <p><b><u>Balance:</u></b> Php _____ or 90% of offer price due within <b>FIFTEEN (15)</b> days from acceptance of this Offer Letter</p>	<p><input type="checkbox"/> <b><u>INSTALLMENT</u></b></p> <p><b><u>Downpayment:</u></b> Php _____ or 10% of offer price, which is tendered simultaneous with this Offer Sheet</p> <p><b><u>Balance:</u></b> Php _____ or _____% of offer price Payable: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly Number of Years to pay: _____</p> <p><b><u>Interest Rate:</u></b> <input type="checkbox"/> <b>PBCOM Employee – 7% Fixed interest p.a</b> <input type="checkbox"/> _____% Fixed interest rate p.a</p>
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**LEASE**

Lease Term/Period:	
Monthly Rent:	_____, inclusive of Value Added Taxes (VAT) but subject to Withholding Tax
Security Deposit:	
Advance Rent:	
Utilities:	
CUSA:	
Deposit:	_____, equivalent to one (1) month rent, which is tendered simultaneous with this Offer Sheet, to be credited as part of Security Deposit

**DOCUMENTARY REQUIREMENTS**

Enclosed herewith are the following required documents as integral to our offer:

<p><b><u>For Individual Buyer:</u></b></p> <p><input type="checkbox"/> Duly accomplished Customer Information Report <input type="checkbox"/> Latest Income Tax Return (ITR)/ Certificate of Employment <input type="checkbox"/> Special Power of Attorney (if applicable) <input type="checkbox"/> Government issued Photo bearing Identification Card</p>	<p><b><u>For Corporate Buyer:</u></b></p> <p><input type="checkbox"/> Duly accomplished Customer Information Report <input type="checkbox"/> Board Resolution/Corporate Secretary Certificate authorizing the company's to negotiate with the Bank and sign all documents involved in the transaction <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> SEC Registration and General Information Sheet (GIS) <input type="checkbox"/> Company Profile <input type="checkbox"/> Latest Audited Financial Statements/Latest Income Tax Return (ITR) <input type="checkbox"/> Government issued Photo bearing Identification Cards of the authorized representative</p>
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In making this offer, I/We agree to the following terms and conditions on the purchase of the property:

**TERMS AND CONDITIONS**

1. By submitting this offer, I/WE acknowledge that PBCOM makes no commitment nor guaranty to approve/accept this offer. The offer is understood to be subject to the final approval of PBCOM's appropriate approving authority.
2. I/We hereby acknowledge that the sale of the property is on "AS IS, WHERE IS" basis. It is understood that I/We have conducted our own inspection, investigation and verification of the said property (ies) and has ascertained the physical condition and legal status of the property/ies and the title thereof to my/our satisfaction.
3. I/We agree that any claims, liens assessments, liabilities and/or damages whatsoever arising from any sum or litigation involving the property/ies shall be solely assumed or borne by me/us, accruing from the date of signing of the sale documents.
4. If the property is occupied, I/We shall be responsible, at my/our expense for the ejection of squatters/occupants on the property/ies subject of sale.
5. I/We shall assume payments of realty taxes, assessments and other charges that the Republic of the Philippines or any of its agencies may impose on the property, including association dues/utilities, insurance premiums on a pro-rata basis upon execution of the Contract to Sell/ Deed of Absolute Sale. I/We shall submit to PBCOM copies of official receipts evidencing such payments.
6. PBCOM shall shoulder the creditable withholding tax only up the extent of the selling price. If the zonal/fair market value is higher than the selling price during the term of the installment sale, the resulting additional tax shall be borne and paid for by me/us.
7. All expenses and/or charges in connection with the sale or lease such as but not limited to documentary stamp tax , transfer tax, registration fees, real estate taxes and insurance premiums, as the case may be, shall be for my/our account.
8. If the Offer is rejected, the Downpayment or Deposit, as applicable, shall be refunded to me/us without any interest.
9. Withdrawal of offer prior to issuance/receipt of Notice of Award, the Downpayment or Deposit, as applicable, shall be refunded to me/us without any interest.
10. In case the Offer is approved, PBCOM shall issue a Notice of Award, and I/We understand that should I/we must pay all amounts due on the sale/lease or commence payment, as provided in Notice of Award. The Downpayment or Deposit shall be applied as partial payment for the Purchase Price or Lease Rentals, as applicable. ***Provided that, in the event of my/our withdrawal/cancellation of my/our Offer after the Notice of Award has been served, or in case of failure on my/our part to pay the amounts provided in Notice of Award, within the specified period, or to sign/execute the Deed of Absolute/Contract to Sell/Contract of Lease within the specified period, the Deposit/Downpayment shall be forfeited in favor of PBCOM as penalty and the Notice of Award shall be deemed automatically cancelled without need of further notice.*** Thereafter, PBCOM shall be free to sell/lease the Property to other interested parties.

*I/We have read the terms and conditions stated herein and we fully understand and agree with them.*

*I/We understand that if the required documents are incomplete, this purchase proposal will be considered invalid and PBCOM is not required to act on the offer.*

**Signature of Buyer(s)/Authorized Representative :** \_\_\_\_\_  
**Buyer's Name/Authorized Representative :** \_\_\_\_\_  
**TIN No. :** \_\_\_\_\_  
**Contact No. :** \_\_\_\_\_

**For Married Buyers:** ( ) My Name (with marital consent)  
 ( ) Our Names as Spouses

**BROKER/REFERER**

<b>Referrer/Broker's Signature :</b> _____	<b>Employee's Signature :</b> _____
<b>Referrer/Broker's Name :</b> _____	<b>Employee's Name :</b> _____
<b>TIN No. :</b> _____	<b>Employee No. :</b> _____
<b>Contact No. :</b> _____	<b>Position/Rank :</b> _____
<b>REBL No. :</b> _____	<b>Station :</b> _____