

**PHILIPPINE DEPOSIT INSURANCE CORPORATION
ROPA DISPOSAL COMMITTEE**

**BIDDING OF PDIC-ACQUIRED OR CLOSED BANK ASSETS
REQUIREMENTS CHECKLIST**

FOR INDIVIDUAL BIDDER

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)

FOR INDIVIDUAL BIDDER THROUGH A REPRESENTATIVE

1. Properly filled-out & duly signed Bid Form by representative for the account of (FAO) the bidder
2. Duly signed Conditions of Bid by representative
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. Special Power of Attorney executed by the bidder

FOR SINGLE PROPRIETORSHIP

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. Department of Trade & Industry Registration
5. Valid Mayor's/Business Permit

FOR SINGLE PROPRIETORSHIP THROUGH A REPRESENTATIVE

1. Properly filled-out & duly signed Bid Form by representative FAO the bidder
2. Duly signed Conditions of Bid by representative FAO the bidder
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. Department of Trade & Industry Registration
5. Valid Mayor's/Business Permit
6. Special Power of Attorney executed by the bidder

FOR UNREGISTERED ORGANIZATION

1. Properly filled-out Bid Form duly all the officers/members
2. Conditions of Bid duly signed by all the officers/members
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)

FOR UNREGISTERED ORGANIZATION WITH DESIGNATED REPRESENTATIVE

1. Properly filled-out Bid Form duly signed by representative FAO the bidder
2. Conditions of Bid duly signed by representative FAO the bidder
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. Special Power of Attorney executed by all the officers/members

FOR REGISTERED CORPORATION, ASSOCIATION, PARTNERSHIP & OTHER FORMS OF ORGANIZATION

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. Securities & Exchange Commission Registration
5. Valid Mayor's/Business Permit
6. Articles of Incorporation or Partnership
7. Secretary's Certificate executed by the Corporate Secretary or his/her equivalent authorizing a designated representative to participate in the bidding citing the particular property for which there is approval to purchase at a specified amount

FOR LOCAL GOVERNMENT UNIT

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Bid Deposit equivalent to at least 10% of bid in Cash or Manager's Check (issued by a universal or reputable commercial bank) or a combination of Cash & Manager's Check (issued by a universal or reputable commercial bank)
4. *Sangguniang* Resolution to indicate:
 - a. Person authorized to enter a bid in behalf of the LGU, and
 - b. Authority to enter a bid indicating the amount and the property details
5. Certification on existence of appropriation and availability of funds