

**PHILIPPINE DEPOSIT INSURANCE CORPORATION  
ROPA DISPOSAL COMMITTEE**

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

**GENERAL DOCUMENTARY REQUIREMENTS:**

**FOR INDIVIDUAL BIDDER**

- Copy of one (1) government-issued ID (please see List of Acceptable Government - Issued IDs) of the bidder

**FOR INDIVIDUAL BIDDER THROUGH A REPRESENTATIVE**

- Copy of the duly notarized Special Power of Attorney (SPA) executed by the principal;
- Copy of the principal's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs)
- Copy of the representative's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs)

**FOR SINGLE PROPRIETORSHIP**

- Copy of the current Department of Trade and Industry registration and/or official receipt;
- Copy of the current Mayor's Business Permit and/or official receipt;
- Copy of one (1) government-issued ID (please see List of Acceptable Government - Issued IDs) of the proprietor

**FOR SINGLE PROPRIETORSHIP THROUGH A REPRESENTATIVE**

- Copy of the current Department of Trade and Industry registration and/or official receipt;
- Copy of the current Mayor's Business Permit and/or official receipt;
- Copy of one (1) government-issued ID (please see List of Acceptable Government - Issued IDs) of the proprietor;
- Copy of duly notarized Special Power of Attorney (SPA) executed by the proprietor; and
- Copy of the representative's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs)

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

- Copy of Articles of Incorporation, Partnership, or Cooperation, as the case maybe;
- Copy of the Certificate of Registration or Certificate of Filing, as issued by the Securities and Exchange Commission or the Cooperative Development Authority;
- Copy of the current Mayor's Business Permit and/or official receipt;
- Copy of Secretary's Certificate executed by the Corporate Secretary, or its equivalent, certifying to the Board decision/s designation of an authorized representative to participate in the PDIC public bidding, the specific property to submit a bid on, as well as the bid amount that representative may submit;
- Copy of the Corporate Secretary's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs);
- Copy of the representative's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs)

**FOR LOCAL GOVERNMENT UNIT**

- Copy of Certification on Existence of Appropriation and Availability of Funds;
- Copy of Certificate or Resolution, or its equivalent, indicating the person authorized to submit a bid in behalf of the government institutions, the specific property to submit a bid on, as well as the bid amount that representative may submit;
- Copy of one (1) government-issued ID (as enumerated in the PDIC Assets for Sale website) of the signatory to the Certificate or Resolution mentioned in (e.2);
- Copy of the representative's one (1) government-issued ID (please see List of Acceptable Government - Issued IDs)

### **List of Acceptable Government - Issued IDs**

- Airman License (issued August 2016 onwards)
- Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila (Certificates issued in COMELEC's regional offices may require further verification. Applicants are requested to present NBI or police clearance along with the Voter's Certificate).
- Government Service Insurance System (GSIS) Card
- Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format.
- Overseas Workers Welfare Administration (OWWA) E-Card
- Philippine National Police (PNP) Permit to Carry Firearms Outside Residence
- Philippine Postal ID (issued November 2016 onwards)
- Philippine Statistics Authority (PSA)/Philippine Identification System (PhilSys) various formats of the PhilSys digital ID, including the printed ePhilID
- Professional Regulatory Commission (PRC) ID
- Seafarer's Record Book (SRB) (\*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA)
- Senior Citizen ID
- Social Security System (SSS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Valid or Latest Passport (For Renewal of Passport)
- IDs of Government Employees (while still in service)

**The ROPA Disposal Committee may, in its discretion, consider other IDs issued by a government agency or entity.**