

**PHILIPPINE DEPOSIT INSURANCE CORPORATION  
ROPA DISPOSAL COMMITTEE**

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

**FOR INDIVIDUAL BIDDER**

- copy of one (1) government-issued ID (as enumerated in the PDIC Assets for Sale website) 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 (as enumerated in the PDIC Assets for Sale website)
- copy of the representative's one (1) government-issued ID (as enumerated in the PDIC Assets for Sale website)

**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 (as enumerated in the PDIC Assets for Sale website) 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 (as enumerated in the PDIC Assets for Sale website) 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 (as enumerated in the PDIC Assets for Sale website).

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

- Copy of Articles of Incorporation, Partnership, or Cooperation, as the case may be;
- 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 (as enumerated in the PDIC Assets for Sale website);
- Copy of the representative's one (1) government-issued ID (as enumerated in the PDIC Assets for Sale website).

**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 (as enumerated in the PDIC Assets for Sale website).