

Bank deposit mo, protektado!

Bidder's Guide (User Manual)

E - Bidding Portal

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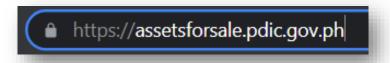
1.0 HOW TO ACCESS

1. Open Google Chrome browser



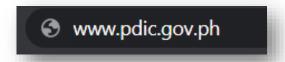
- 2. In the address field, type either of the following URL:
 - 2.1 e-Bidding Website:

https://assetsforsale.pdic.gov.ph



2.2 PDIC Website:

www.pdic.gov.ph



1. Click either "Assets for Sale" or "PDIC e-bidding" icon



2. If "Assets for Sale" icon was clicked, click "e-Bidding Portal (Assets for Sale Microsite)" link

Assets For Sale

e-Bidding Portal (Assets for Sale Microsite)

Unserviceable Properties & Equipment for Sale (UPES)



The PDIC disposes of properties, equipment, and other types of assets as part of its bank liquidator mandate and regular upgrading of corporate assets like computers, furniture, and vehicles.

The PDIC Assets for Sale microsite is an online catalog of real estate and other types of properties, such as transportation equipment, memorial lots and generator sets. Through the said portal, the Corporation disposes of such assets through electronic public biddings and negotiated sales as part of its efforts to settle the claims of closed bank creditors.

The Unserviceable Properties & Equipment for Sale section is where the PDIC posts Notices of Sale and Invitations to Bid for disposal of assets that the Corporation no longer uses like computers, vehicles, and waste materials.

Click to Homepage

2.0 HOW TO GET STARTED

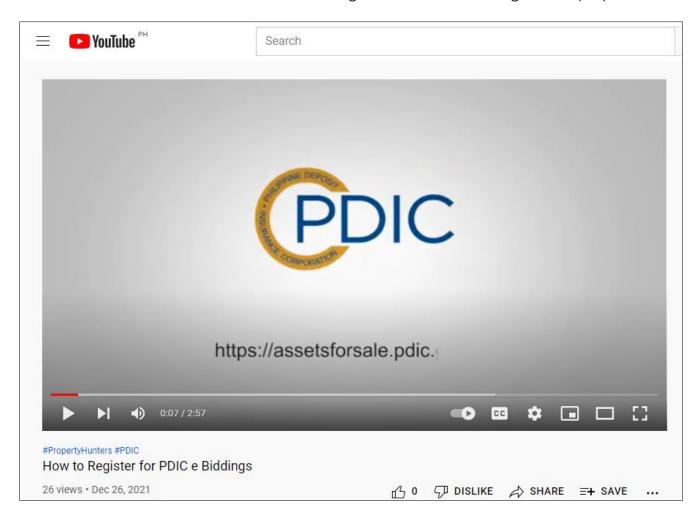
1. Click "Please see Bidders Guide here" link



- 2. Bidder's Guide (User Manual) will be downloaded and will serve as your guide in e-Bidding.
- 3. Or Click "Watch the Instructional Video on How to Register for PDIC e-Biddings" link.



4. YouTube Video Tutorial about how to register for PDIC e-biddings will be played.

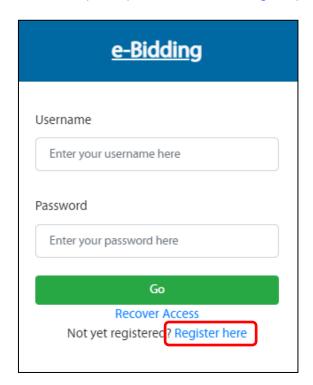


3.0 CLIENT REGISTRATION

- 3.1: Option 1 Thru e-Bidding link
 - 1. Click "e-Bidding" link



2. Click "Register here" link (then proceed to 3.3: Register)



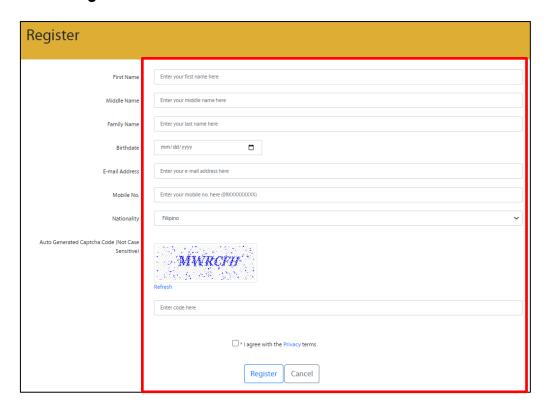
3.2: Option 2 - Thru e-Bidding Schedule "here" link

1. Click "here" link in the e-Bidding Schedule (then proceed to 3.3: Register)



3.3: Registration Proper

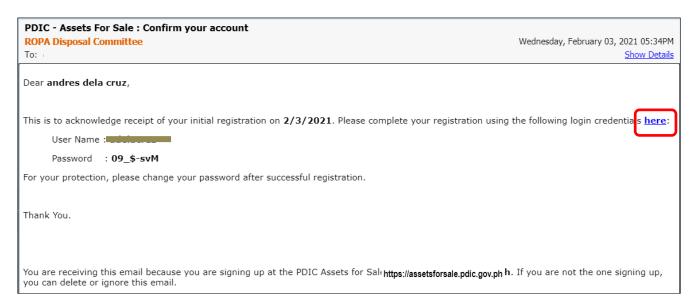
1. Fill-out the required fields and tick the "I agree with the Privacy terms" box then click "Register" button



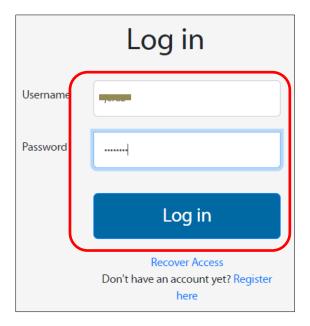
2. An "Initial Registration Successful!" message will appear



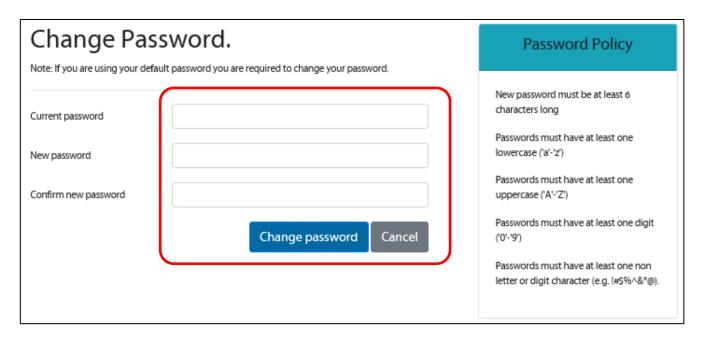
3. Check your registered email for the confirmation link then click "here" link



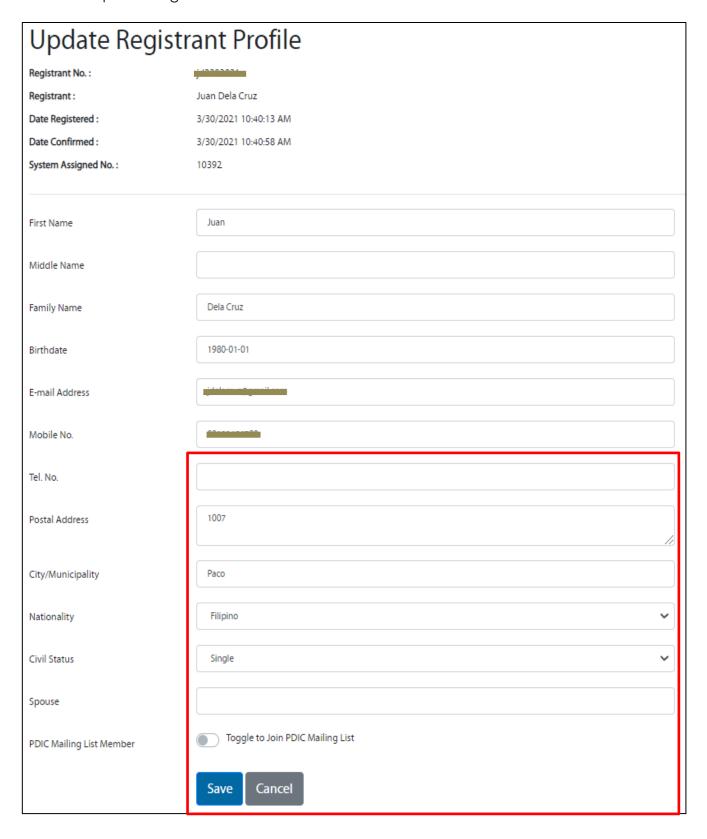
4. Input your Username and Password received in email then click "Log in" button



5. Change password is required during initial log in then click "Change Password" button (Please refer to Password Policy)



6. Update Registrant Profile then click "Save" button



7. Client can now brose or transact in the e-Bidding



8. Client will receive an email acknowledgement for the successful registration

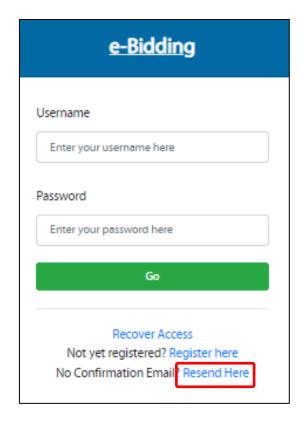


3.4: Resend Confirmation Email

1. Click "e-Bidding" text link to expand log-in panel



2. Click "Resend Here" text link



3. Enter **Email Address**, and **auto generated captcha code** as shown on the screen, then click **"Resend Confirmation"** button



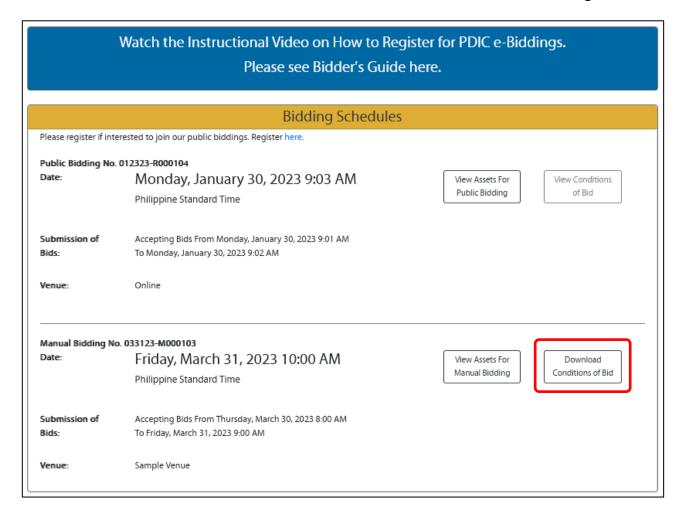
4. After successful submission, a message confirmation will be shown



4.0 MANUAL BIDDING

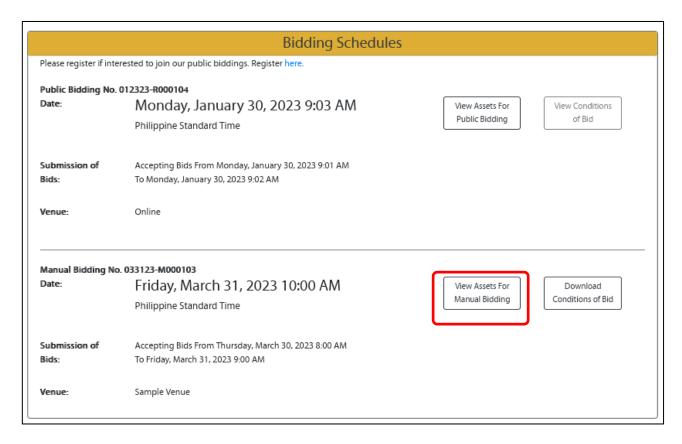
4.1: Download Conditions of Bid

1. Click "Download Conditions of Bid" button on the selected Manual bidding schedule

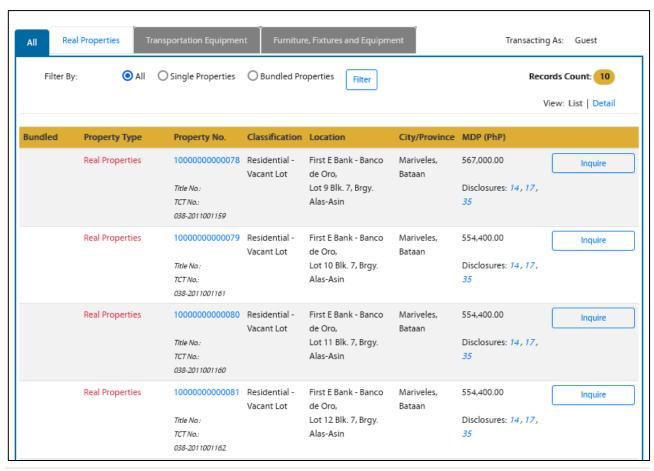


4.2: Assets for Manual Bidding

 Click "View Assets For Manual Bidding" button on the selected Manual bidding schedule

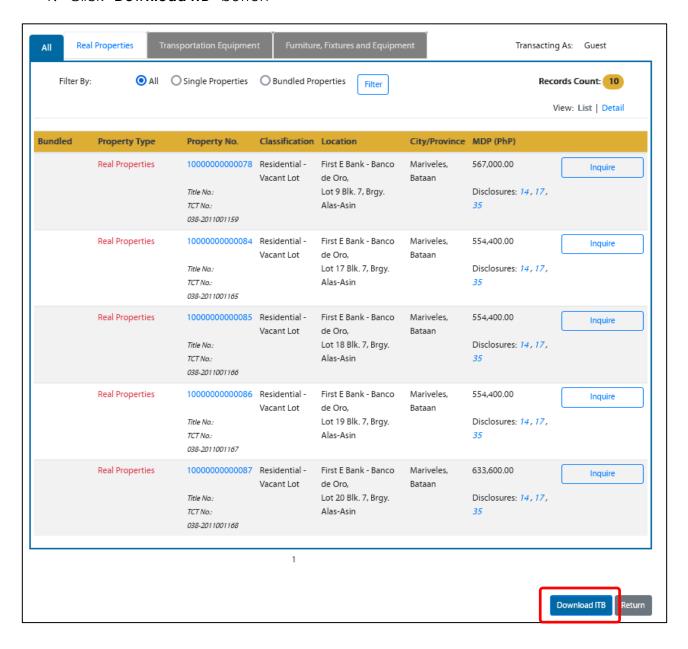


2. The user can now see list of all assets for manual bidding



4.2.1: Download ITB

1. Click "Download ITB" button



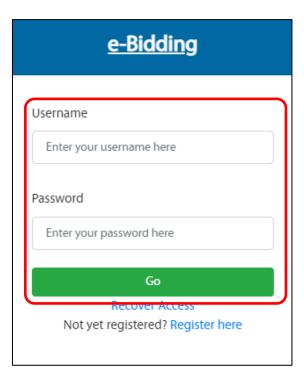
5.0 BID SUBMISSION

5.1: Data Privacy / Conditions of Bid Agreement

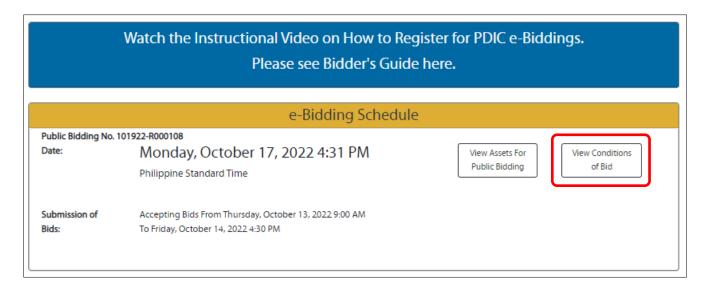
1. Click "e-Bidding" link



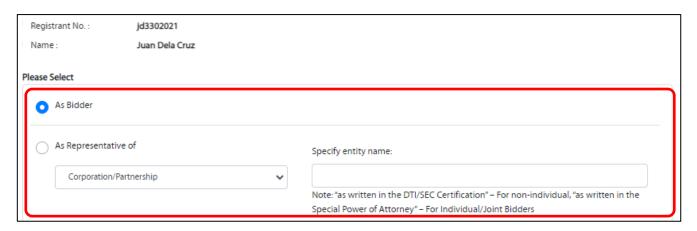
2. Input your Username and Password then click "Go" button



4. Click "View Conditions of Bid" button on the selected scheduled bidding



5. Select Bidder representation and fill-out required fields, as necessary:



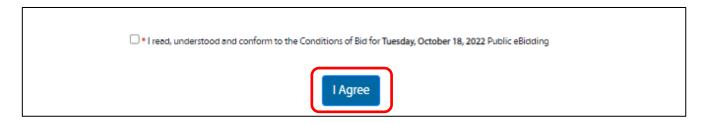
6. Read and understand the contents of the "Data Privacy Statement" then click "I read and understood the Data Privacy Statement above" box



7. Read and understand the contents of the "Conditions of Bid" by clicking each section then click "I read, understood and conform to the Condition of Bid" box

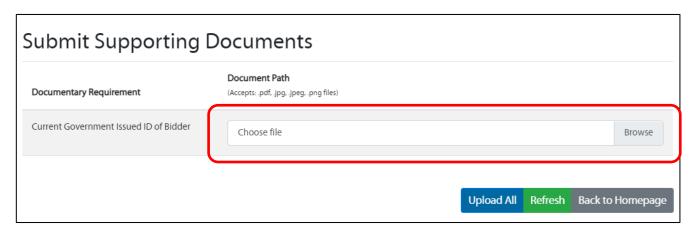
Conditions of Bid Important Please Read and Agree
Down ✓
TO : ALL PROSPECTIVE BIDDERS
Online bids shall be accepted by the Philippine Deposit Insurance Corporation (PDIC) from Thursday, October 13, 2022 9:00 AM to Friday, October 14, 2022 1:00 PM (PDIC Time/No Extension) via the PDIC Assets for Sale Website (http://assetsforsale.pdic.gov.ph) for the sale of properties enumerated and described in the Invitation to Bid for the Tuesday, October 18, 2022 Public Bidding subject to the following terms and conditions:
A. SUBJECT OF THE BID
B. BID AMOUNT
C. TERMS OF SALE
D. QUALIFIED BIDDER
E. RESPONSIBILITIES OF BIDDERS
F. SUBMISSION OF BIDS
G. OPENING OF BIDS
H. EVALUATION OF BIDS
I. VIVA VOCE BIDDING
J. WINNING BIDDER
K. TAXES, FEES AND EXPENSES
L. OTHER CONDITIONS
ROPA DISPOSAL COMMITTEE
• I read, understood and conform to the Conditions of Bid for Tuesday, October 18, 2022 Public eBidding

8. Click "I Agree" button (then proceed to <u>5.2: Submit Supporting Documents</u> procedure)

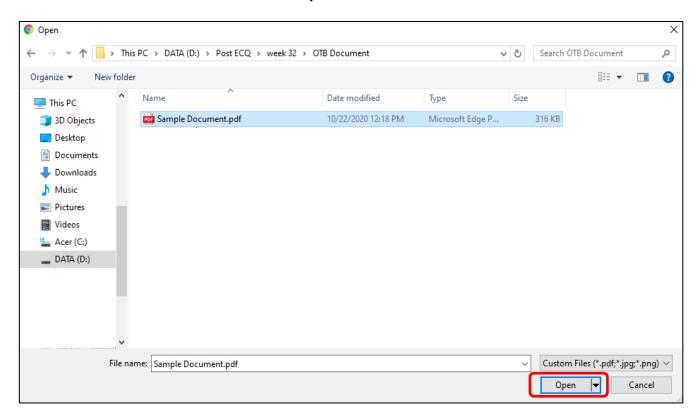


5.2: Submit Supporting Documents

1. Click "Browse" to search for the document to be submitted (Note: List of requirements changes depending on the selected representation made in 5.1: Data Privacy / Conditions of Bid [step 4] procedure)



2. Browse for the file then click "Open" button to add the document

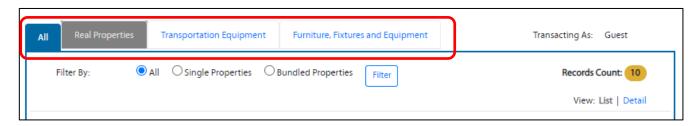


3. Click "**Upload All**" button to submit the documents (then proceed to <u>5.3: Bid Form</u> procedure)

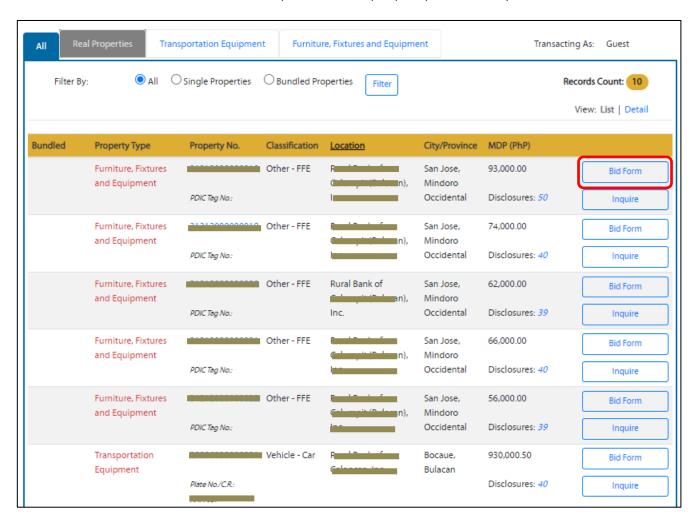


5.3: Bid Form

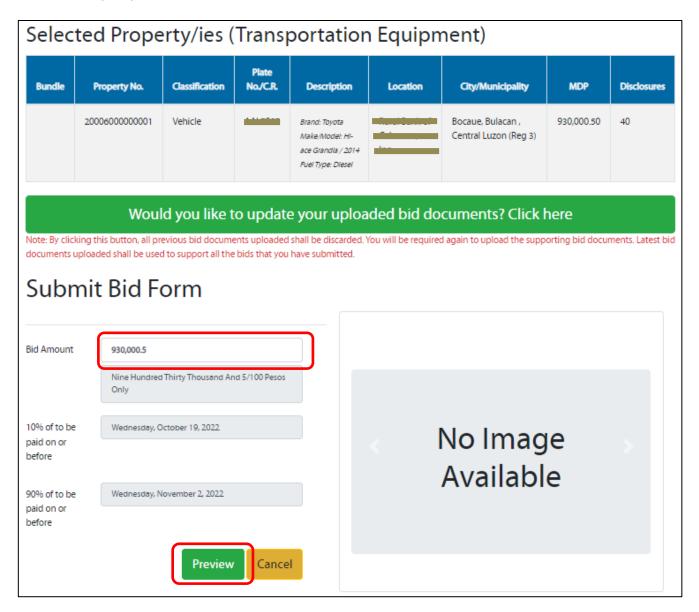
1. To filter property based on its type, click the corresponding property type tab, or click "All" to see all properties for public bidding under the selected schedule.



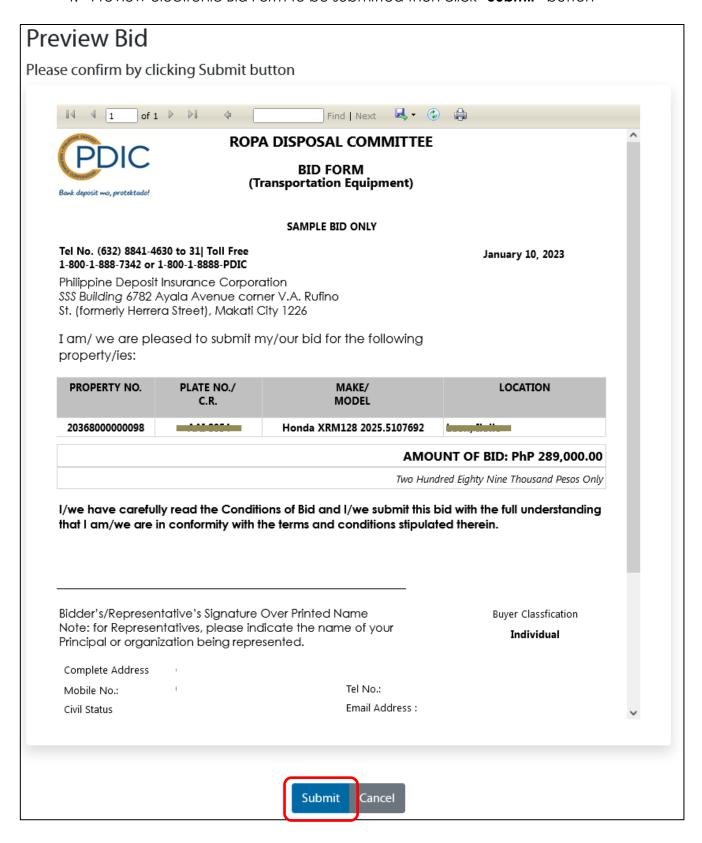
2. Click "Bid Form" button on your chosen property to submit your bid



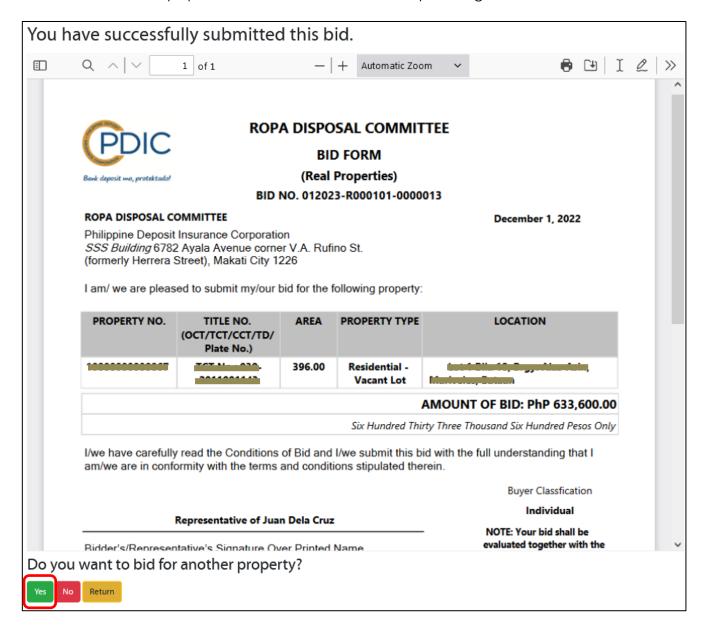
3. Input your Bid Amount then click "Preview" button



4. Preview electronic Bid Form to be submitted then click "Submit" button



5. Bidder may opt to submit another bid or not by clicking the "Yes" or "No" button



6. Bidder will receive an email confirmation for the successful submission of bid with attached softcopy of submitted electronic bid form

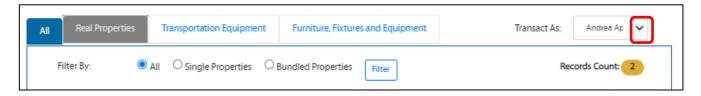
PDIC - Assets For Sale: Successful Submission of Bid ROPA Disposal Committee Tuesday, April 06, 2021 09:22PM This is to acknowledge successful submission of your bid form which will be validated together with your uploaded bidding documents during the opening of bids on (scheduled_datetime). Your automatically generated Bid Form No. is 031821-R000503-0000237. Prepare to witness PDIC's e-Bidding via Microsoft Teams! Click here. No Microsoft Teams account yet? Create an account now for free! Click here. You shall automatically receive public bidding and other important announcements via email if you previously signified interest in receiving email notifications from PDIC. Click here to be included in PDIC's mailing list. Should you wish to stop receiving notifications, please click here. Thank You. You are receiving this email because you submitted a bid for a property posted for e-bidding at the PDIC Assets for Sale https://assetsforsale.pdic.gov.ph*

Attachments: (Click the filename to launch)
BidForm031821-R000503-0000237,pdf

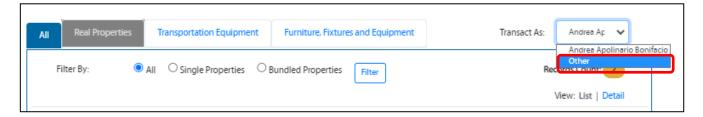
5.4: Change/Create Bidder Representation

5.4.1: Add New Bidder Representation

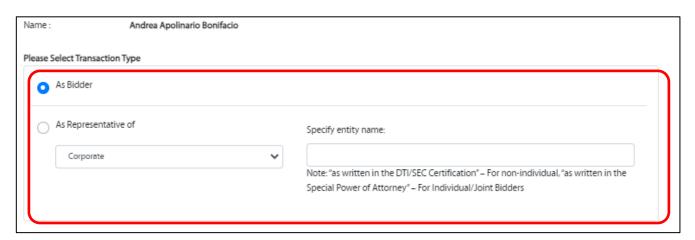
1. Click dropdown arrow beside "Transact As"



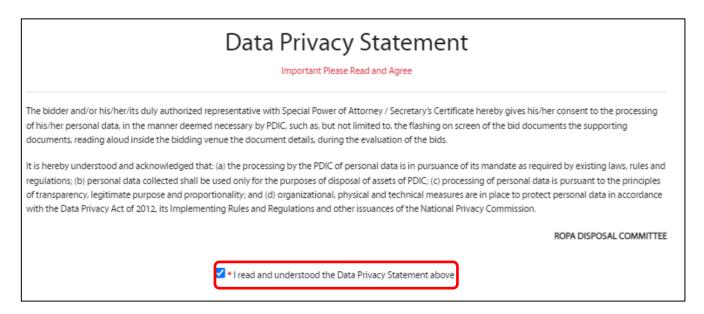
2. Select "Other" from the dropdown list



3. Select Bidder representation and fill-out required fields, as necessary:



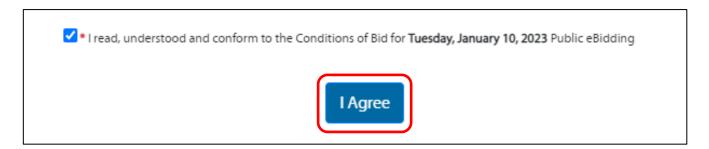
4. Read and understand the contents of the "Data Privacy Statement" then click "I read and understood the Data Privacy Statement above" box



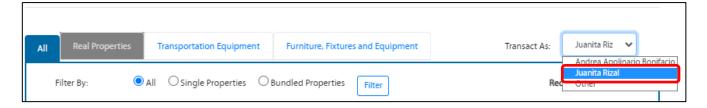
5. Read and understand the contents of the "Conditions of Bid" by clicking each section then click "I read, understood and conform to the Condition of Bid" box

Conditions of Bid Important Please Read and Agree
Down ✓
TO: ALL PROSPECTIVE BIDDERS Online bids shall be accepted by the Philippine Deposit Insurance Corporation (PDIC) from Thursday, October 13, 2022 9:00 AM to Friday, October 14, 2022 1:00 PM (PDIC Time/No Extension) via the PDIC Assets for Sale Website (http://assetsforsale.pdic.gov.ph) for the sale of properties enumerated and described in the Invitation to Bid for the Tuesday, October 18, 2022 Public Bidding subject to the following terms and conditions:
A. SUBJECT OF THE BID
B. BID AMOUNT
C. TERMS OF SALE
D. QUALIFIED BIDDER
E. RESPONSIBILITIES OF BIDDERS
F. SUBMISSION OF BIDS
G. OPENING OF BIDS
H. EVALUATION OF BIDS
I. VIVA VOCE BIDDING
J. WINNING BIDDER
K. TAXES, FEES AND EXPENSES
L. OTHER CONDITIONS
ROPA DISPOSAL COMMITTEE
• I read, understood and conform to the Conditions of Bid for Tuesday, October 18, 2022 Public eBidding

6. Click "I Agree" button (then proceed to <u>5.2: Submit Supporting Documents</u> procedure)



7. After successful submission of documents, New Bidder Representation will be added



8. Currently selected bidder's representation and classification will also appear on the "Transacting As" Box on the side panel



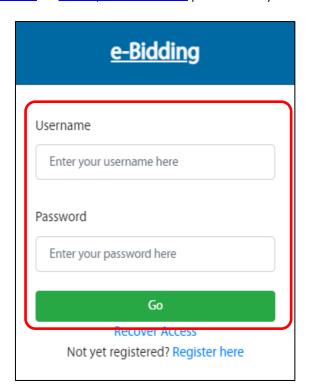
6.0 CHANGE PASSWORD / UPDATE PROFILE

6.1: Thru e-Bidding link

1. Click "e-Bidding" link

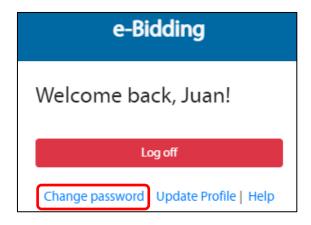


2. Input your Username and Password then click **"Go"**. (then proceed to <u>6.2:</u> <u>Change Password</u> or <u>6.3: Update Profile</u> procedure)

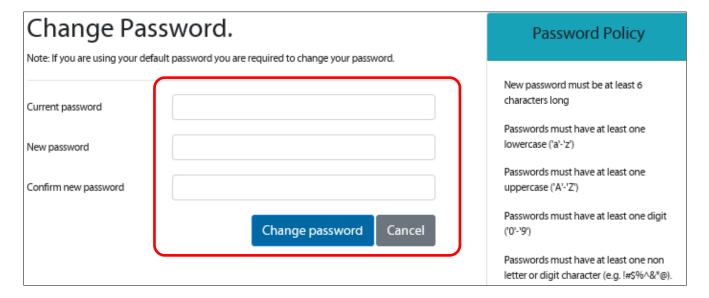


6.2: Change Password

1. Click "Change Password" link

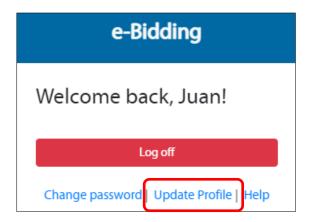


2. Fill-out "Current", "New" and "Confirm New" password then click **"Change password"** button

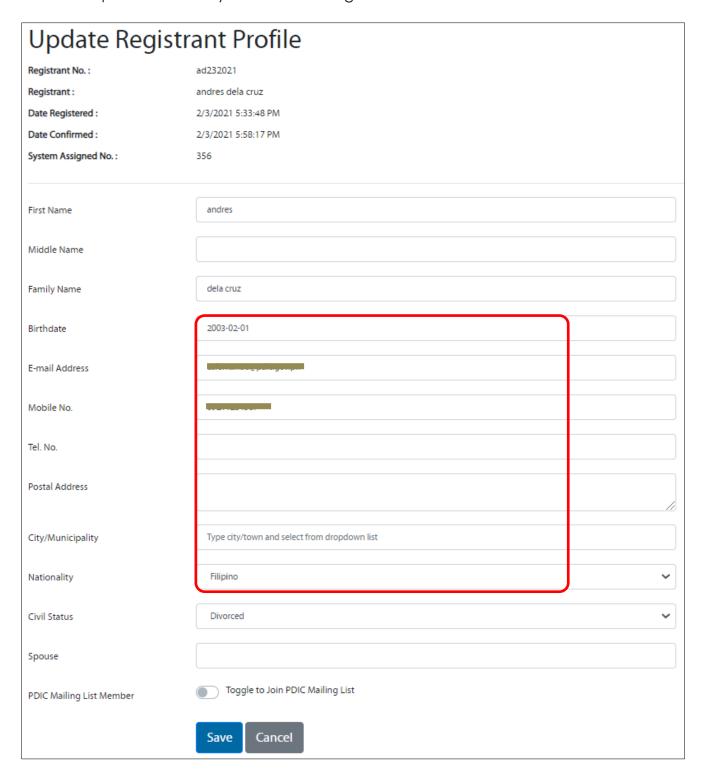


6.3: Update Profile

1. Click "Update Profile" link



2. Update the fields you want to change then click "Save"



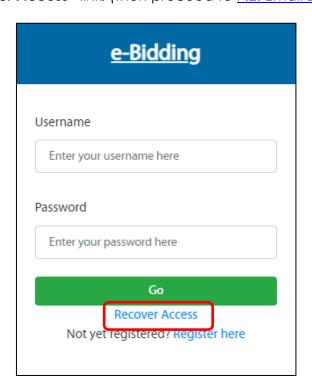
7.0 RECOVER ACCESS

7.1: Thru e-Bidding link

1. Click "e-Bidding" link



2. Click "Recover Access" link. (then proceed to 7.2: Email Link procedure)



7.2: Email Link

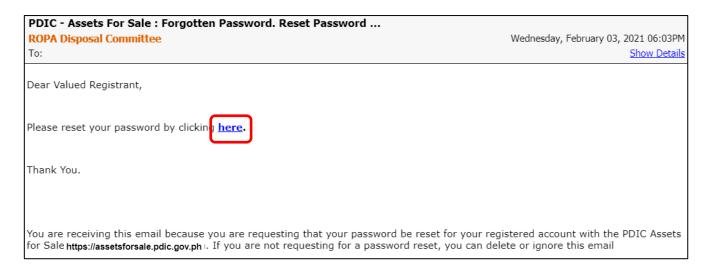
 Input your registered Email and auto generated Captcha Code then click "Email Link" button



2. A "Forgot Password Confirmation" message will appear



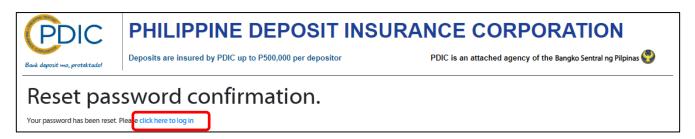
3. Check your registered email for the reset password link then click "here" link



4. Input your registered email, your new password and captcha code then click "Reset" button



5. A "Reset password confirmation" message will appear (You may click the "click here to log in" link to re-log in)

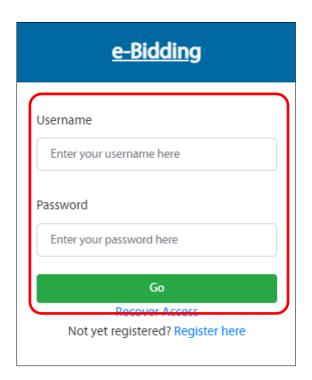


8.0 MESSAGE BOX (REGISTERED CLIENT)

1. Click "e-Bidding" link

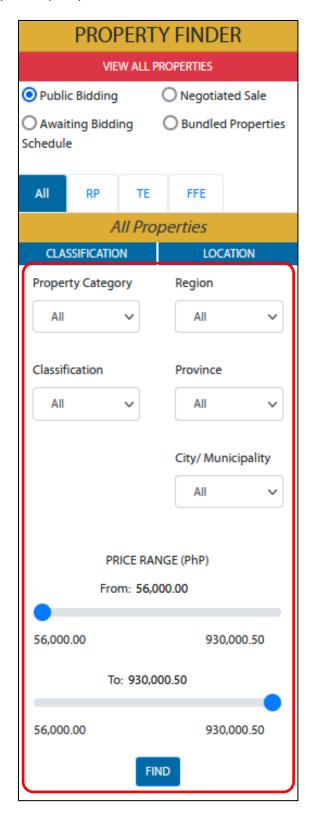


2. Input your Username and Password then click "Go"

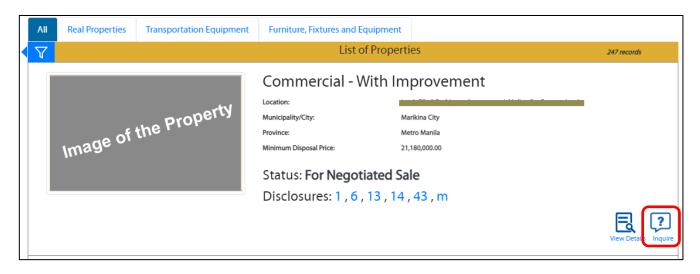


8.1: Option 1 - Thru Property Finder

1. Filter property in Property Finder then click "Find"

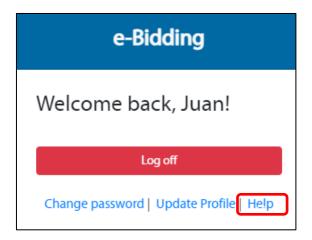


2. Click "Inquire" icon on a selected property (then proceed to [8.3: Message Box (step 1.b)])



8.2: Option 2 - Thru Help Link

1. Click "Help" link (then proceed to [8.3: Message Box (step 1.a)])



8.3: Message Box

- 1. Go directly to "Message Box" portion of the page
 - a. Fill-in the following details: (see image 2)
 - Message Category
 - Query No. (for follow-up only)
 - Message
 - Captcha Code
 - b. If from "8.1: Property Finder"
 Fill-in the following details: (see image 1)
 - Query No. (for follow-up only)
 - Message
 - Captcha Code
- 2. Tick the "I agree with the Privacy terms" box
 Note: Click the "Privacy" link to read the privacy terms

3. Click "Submit"

Image 1

MESSAGE BOX

Message Category:
Public Bidding

**Query No:
Type Query No. (For Follow-up Quer

Property Description:
Property
Code:
Property
Classification:Commercial
Building MDP:390000.00

*Message:

Type your Message here *

Auto generated Captcha Code:

Refresh
*Input Code

* I agree with the Privacy

terms

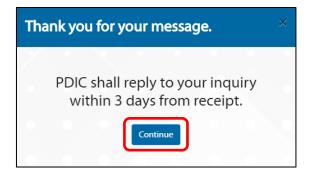
** Please Specify, If Applicable

Image 2



* Required

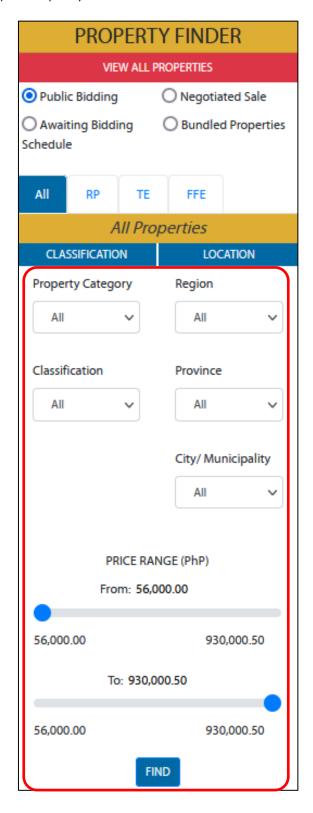
4. A "Thank you" message will pop-up then click "Continue"



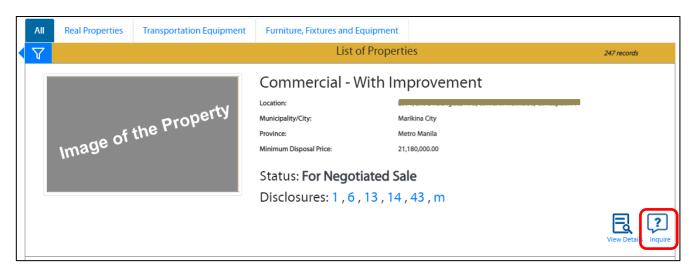
9.0 MESSAGE BOX (UNREGISTERED CLIENT)

9.1: Thru Property Finder

1. Filter property in Property Finder then click "Find"



2. Click "Inquire" icon on a selected property (then proceed to [9.2: Message Box (step 1.b)])



9.2: Message Box

- 1. Go directly to "Message Box" portion (lower right) of the page
 - a. Fill-in the following details: (see image 2)
 - Registrant ID
 - Full Name
 - Email
 - Message Category
 - Query No. (for follow-up only)
 - Message
 - Captcha Code
 - b. If from "9.1: Thru Property Finder"

Fill-in the following details: (see image 1)

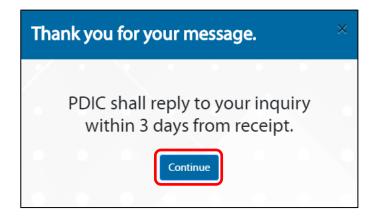
- Full Name
- Email
- Query No. (for follow-up only)
- Message
- Captcha Code
- 2. Tick the "I agree with the Privacy terms" box Note: Click the "Privacy" link to read the privacy terms

3. Click "Submit"



Image 2 **MESSAGE BOX** *Full Name: (First Name) (Family Name) (Middle Initial) *Email: Type a valid E-mail Message Category: Public Bidding Property Classification: Real Properties Type Query No. (For Follow-up Query *Message: Type your Message here * Auto generated Captcha Code: Refresh *Input Code * I agree with the Privacy terms * Required ** Please Specify, If Applicable Submit

4. A "Thank you" message will pop-up then click "Continue"



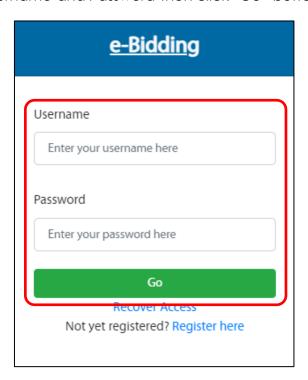
10.0 BID OPENING, EVALUATION AND AWARDING

10.1: Assets For Bidding

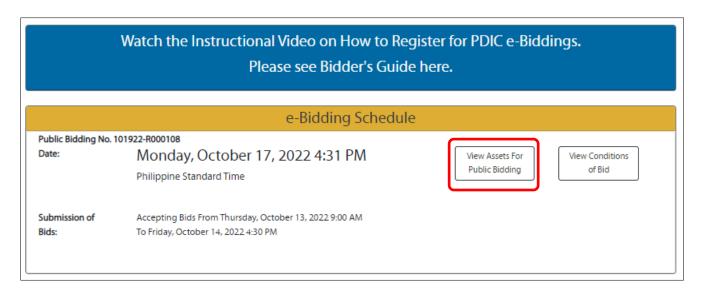
1. Click "e-Bidding" link



2. Input your Username and Password then click "Go" button

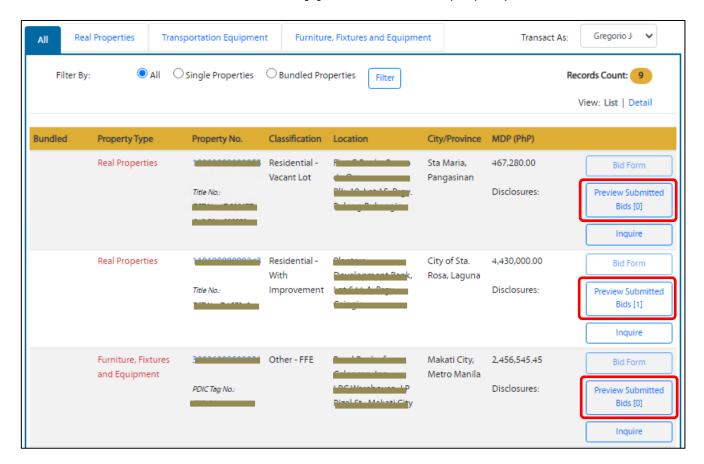


3. Click "View Assets For Public Bidding" button on the selected scheduled bidding

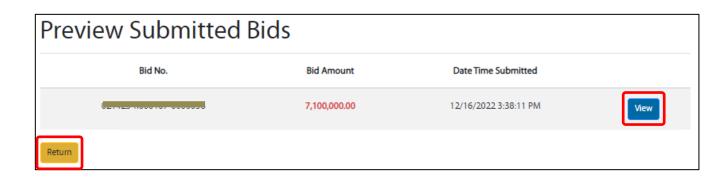


10.2: Preview Submitted Bids

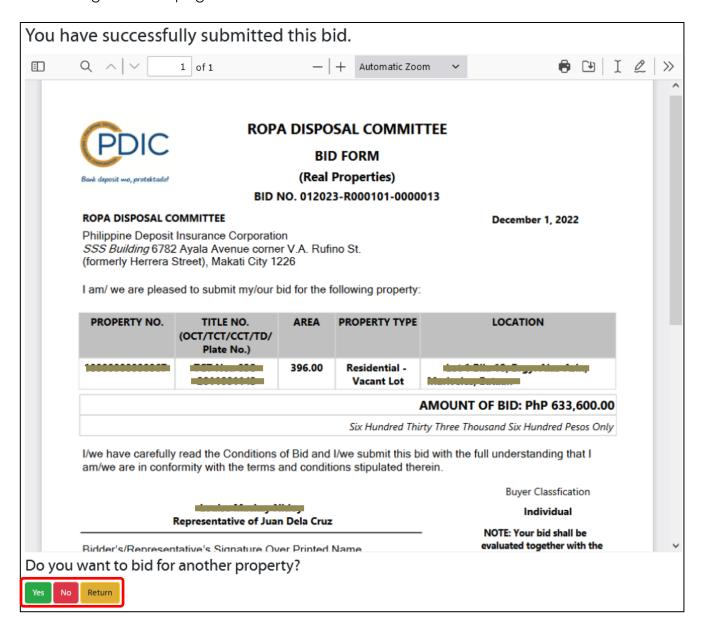
1. Click "Preview Submitted Bids [#]" on the selected property



2. Click "View" button to preview submitted bid form or click "Return" button to go back to the list of properties



3. Click "Yes" or "Return" button to go back to the list of properties or click "No" to go to homepage

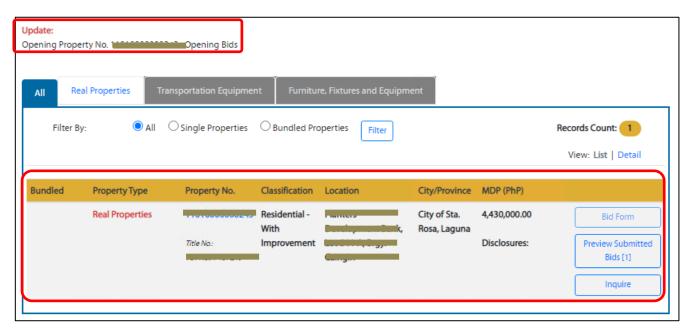


10.3: Bid Opening, Evaluation, Awarding

1. On start of opening of bids, the "**Update**" text will appear above the list of properties and the list of properties will become empty



2. After opening a property for bid and document evaluation, the "**Update**" text will change and the property being evaluated will be display



- 3. The "Update" text will change during the following:
 - 3.1. Evaluation of Bidder Documents

Update:

Opening Property No. 14010000000011 : Evaluating Current Government Issued ID of Bidder of Gregorio Jose Del Pilar

3.2 Evaluated Bidder Documents

Update:

3.3 Endorsement of Bidder Documents

Update:

3.4 Endorsed Bidder Documents

Update:

3.5 Bidder Documents Endorsement Result

Update:

Opening Property No. #1010000000219 : Awarded to Gregorio Jose Del Pilar

3.6 Awarding of Property to Bidder

Update:

Opening Property No. Tro 10000000273: ECA awarded to: Gregorio Jose Del Pilar

3.7 Conclusion/Closing of Property

Update: