

Philippine Deposit Insurance Corporation  
ROPA DISPOSAL COMMITTEE

ADVISORY FOR PARTICIPATING BIDDERS

PAALALA SA MGA LUMALAHOK NA BIDDERS

PLEASE READ CAREFULLY BEFORE FILLING-OUT THE BID FORM

BASAHIN NANG MABUTI BAGO SAGUTAN ANG BID FORM

1. Ask for a Registration Slip. Provide all information required in the registration slip. Please write clearly.

*Humingi ng Registration Slip. Ibigay ang lahat ng impormasyon na hinihingi dito. Pakisulat nana malinaw.*

2. Present registration slip to the Registration Desk. You will be given a copy of the Conditions of Bid, one (1) Official Bid Form and two (2) envelopes. Use one bid form for one property. If you are making a bid for more than one (1) property, ask for extra bid forms, Conditions of Bid and envelopes as necessary.

*Ibigay ang registration slip sa Registration Desk. Humingi ng kopya ng Conditions of Bid, isana (1) opisyal na Bid Form at dalawang (2) sobre. Gumamit ng isang bid form sa bawat isang ari-arian na nais bilhin. Kung kayo ay lalahok sa bidding ng mahigit sa isang (1) ari-arian, humingi ng karagdagang bid form, Conditions of Bid at sobre kung kinakailangan.*

3. Read the Conditions of Bid and if you are in conformity with the terms and conditions thereof, sign the document. Please be reminded that violation of or non-compliance with a provision of the Conditions of Bid shall disqualify a bid.

*Basahin ana Conditions of Bid at kung ikaw ay sang-ayon sa mga hinihingi at kondisyon doon, lagdaan ang dokumento. Paalala sa bidder, ang inyong bid ay disqualified kung sakaling may alintuntunin sa Conditions of Bid na hindi nasunod.*

4. Fill-out the bid form clearly, accurately and completely, using copies of the Invitation to Bid posted in the bidding area as your guide.

*Sagutan ang bid form nang buong linaw, wasto at kumpleto, gamit ang mga kopya ng Invitation to Bid na nakadikit sa lugar ng bidding bilang iyong gabay.*

5. Check if your bid deposit is in order: if making a deposit in cash, make a cash count. If making a deposit in manager's/cashier's check, double check if the amount indicated in your check is equivalent to ten percent (10%) of your submitted bid. If your cash or the amount indicated in the check is deficient, immediately correct the deficiency before submitting your bid. Cash may be added to a bid bond/deposit submitted in the form of a check.

*Tingnan kung ang inyong bid deposit/bond, ay maayos: kung cash ang idedeposito, bilangin muna ito. Kung ang deposito/bond naman ay sa manager's/cashier's check, makalawang tingnan kung ang halagang nakalagay sa tseke ay katumbas ng sampung porsiyento (10%) ng iyong alok para sa ari-arianang nais ninwong bilhin. Kung kulang ang inyong cash o ang halaga na nakasaad sa tseke, antimanong punuan ito bago isumite ang inyong bid. Maaaring dagdagan ng cash ang tsekeng isinumite bilang bid bond/deposit, kung kinakailangan.*

6. Enclose the following in the envelopes provided to you:  
Ilagay ang sumusunod sa loob ng mga sabreng ibinigay sa iyo:

**WHITE ENVELOPE / PUTING SOBRE**

- a) filled-out and signed **Bid Form**
- a) sinagutan at nilagdaang **Bid Form**;

**BROWN ENVELOPE/ KAYUMANGGING SOBRE**

a. Duly signed **Conditions of bid**:

a. *nilagdaang kopya ng **Conditions of Bid***;

b) **bid deposit** equivalent to at least ten percent (10%) of the submitted bid.

b) ***bid deposit** katumbas ng halos sampung porsyento (10%) ng isinumiteng bid*

c. In case of individual bidders with representative, the duly notarized

**Special Power of Attorney (SPA)** (Annex B) executed by the bidder.

c. *kung ikaw ay kinatawan ng isang indibidwal na bidder – lakipan ng **Special Power of Attorney (SPA)** na inihanda ng bidder;*

NOTE: Bids coming from organizations not registered with the Securities & Exchange Commission shall be considered as bids from individuals, i.e., bids of the persons signing the bid form.

PANUTO: Ang lahat ng bid na manggagaling sa organisasyon na hindi rehistrado sa Securities and Exchange Commission ay ipagpapalagay, na galing sa isang indibidwal, hal. ang bids ng taong pumirma sa bid form.

d. In case of duly registered single proprietorship:

d.1 Copy of the current **Department of Trade and Industry registration**;

d.2 Copy of the current **Mayor's Business Permit**; and

d.3 **Special Power of Attorney**, if the proprietor shall be represented by another individual in the bidding.

d. *Para sa rehistradong single proprietorship:*

d.1 ***Kopya ng kasalukuyang Department of Trade and Industry registration**;*

d.2 *Kopya ng kasalukuyang **Mayor's Business Permit**; and*

d.3 ***Special Power of Attorney**, kung ang proprietor ay kakatawanin ng ibang indibidwal na bidder.*

e. In case of duly registered corporations, associations, partnerships or other forms of organization:

e.1 The **Secretary's Certificate** (Annex C) executed by the Corporate Secretary, or its equivalent, certifying to the Board decision/s and authenticating the signature of the authorized representative shall be attached to the bid form;

e.2 Copy of the **Securities & Exchange Commission registration**;

e.3 Copy of the current **Mayor's Business Permit**;

e.4 Copy of **Articles of Partnership or Incorporation**, as the case may be; and

e.5 Copy of the **Articles of Cooperation and registration** with the Cooperative Development Authority, in the case of cooperatives.

e. *Para sa rehistradong korporasyon, asosasyon, magkasosyo o ibang porma ng organisasyon:*

e.1 ***Secretary's Certificate** (Annex C) o katumbas nito na inihanda ng kalihim ng korporasyon/ lupon;*

e.2 *Kopya ng **Securities & Exchange Commission registration**;*

e.3 *Kopya ng kasalukuyang **Mayor's Business Permit**;*

e.4 *Kopya ng **Articles of Partnership or Incorporation**, kung sakali man; at*

e.5 *Kopya ng **Articles of Cooperation and registration** sa Cooperative Development Authority; sa kasong kooperatiba.*

7. If everything is in order, seal the white and brown envelopes and sign across the flap of the envelopes. Ask the PDIC staff in charge of registration to put a number in your bid envelope.

*Kung ang lahat ay nasa ayos, sarhan ang puti at kayumangina sobre at laadaang patawid sa takip na maa sobre. Palagyan sa kawani ng PDIC na namamahala ng registration ng numero ang inyong bid envelopes.*

8. Drop your envelope/s in the Bid Box.

*Ihulog ang mga libre sa Bid Box.*

9. Observe the conduct of the bidding. The ROPA Disposal Committee welcomes questions/queries from participating bidders.

*Subaybayan ang proseso ng bidding. Ang ROPA Disposal Committee ay tumatanggap ng mga tanong/paglilinaw mula sa mga lumalahok na bidders.*

10. Receipts for bid deposits of winning bidders and the return of bid deposits and documents of losing bidders shall be made after the completion of the bidding process.

*Ang pagbigay ng resibo para sa bid deposit/bond ng nagwaging bidders at ang pagsasauli ng bid deposit/bond at mga dokumento ng hindi pinalad na bidders ay gagawin pagkatapos ng proseso ng bidding.*

Thank you for your participation in this bidding.  
*Salamat sa inyong paglahok sa bidding na ito.*

**ROPA DISPOSAL COMMITTEE**