



(Branch)

INSTRUCTION TO BIDDERS

1. Secure 2 copies of the Offer to Bid (*For Sealed Public Bidding*) from the Marketing and Sales-Acquired Assets Management at 7th Flr. JELP Business Solutions Center, Shaw Boulevard, Mandaluyong City.
2. Fill out the Offer to Bid and affix signature on the designated portion of the form.
3. Insert the accomplished Offer to Bid in an envelope together with the bidder's bond, and seal it.

NOTES: a. Each bid must be accompanied by a bidder's bond in the form of cash or manager's check issued by any commercial bank, payable to the Pag-IBIG Fund in the amount equal to ten percent (10%) of the bid price. Such deposit shall serve as the winning bidder's downpayment or shall be returned to the non-winning bidder, without interest, upon completion of the public bidding.

Sample Computation:

Minimum Bid Price : P 300,000.00 (Pag-IBIG Fund)
 Bid Amount : P 400,000.00 (higher than the minimum bid price)

(Bid Amount) x 10%
 (P400, 000.00) x .10

Bidder's Bond : **P 40,000.00**

- b. The bid amount shall in no case be lower than the minimum bid price determined by the Fund indicated in the Invitation to Bid.
4. Submit the sealed envelope at 7th Flr. Conference Room, JELP Business Solutions Center, Shaw Boulevard, Mandaluyong City from **9:00 AM** to **12:00 NN** of the scheduled date for sealed public bidding.
5. Proceed to 7th Flr. Conference Room, JELP Business Solutions Center, Shaw Boulevard, Mandaluyong City where the public bidding will be conducted.
6. Sign the Attendance Sheet during the sealed public bidding.