



GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

GUIDE FOR BIDDERS

1. Register at the RPAMD Secretariat/Registration table.
2. Present the sealed Bid Envelope containing eligibility documents between **8:30 a.m. and 9:59 a.m.** to the RPAMD Secretariat.
 - Ensure to read and follow the General Guidelines;
 - Ensure that the downloadable Bid form is properly accomplished; and
 - Ensure that the Bid form contained in the sealed envelope flap is signed by the qualified bidder(s) or the authorized signatory(ies);
3. Make sure to final check the content of the sealed bid envelope before proceeding to the Bid Box.
4. Only participating Bidders will proceed to the Bid Box to drop the sealed Bid Envelope (ask assistance to RPAMD Secretariat/Personnel only).
5. Once the sealed envelope is inside the Bid Box, we are refrained to retrieve/cancel the same.
6. Opening of Bids will immediately follow.

Real Property Accounts Management Department (RPAMD)
Real Estate Asset Disposition and Management Office

5/5/2017 3:40 PM