



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

## GENERAL GUIDELINES:

1. Disposal of GSIS Investment Properties – Retail Units (IP-RUs) is through a competitive public bidding process. Acceptance of Purchase Offers shall start on the scheduled bidding date and time.
2. Dropping of bid envelopes will be on the date of bidding from **8:30 AM to 10:00 AM only**. Opening of Bids will immediately follow. Late bid envelopes will not be accepted.
3. Disposal of GSIS IP-RUs is on an **“As-Is, Where-is”** basis. Interested bidders are enjoined to personally inspect the GSIS IP-RUs for sale. “As-Is, Where-Is” is defined as the present physical condition of the retail unit that GSIS is selling and the buyer is buying, “with all attendant faults, if any,” whether or not immediately apparent and without any express or implied warranty. The buyer takes this condition at his or her own risk, without recourse against the GSIS as to their condition. This includes knowledge by the buyer of the presence of occupants in the retail-unit being purchased.
4. Strictly, **“One bidder, One specific property”** only, which means that a bidder cannot submit two (2) or more bids for one property. A bidder may submit one bid each to as many properties as he/she wants to buy, as long as, he/she posts the required 10% bid deposit of the total bid price for each property. The bidder must present valid government IDs upon registration on the date of public bidding.
5. Purchase offers are only accepted through **CASH** basis payable within **thirty (30) calendar days** from receipt of the Notice of Approval of Sale (NOAS), without privilege of extension.
6. A downloadable bid form shall be properly accomplished with the following data:
  - A. Date of Bidding
  - B. Name of the bidder
  - C. Exact address of property you are interested to bid
  - D. Transfer Certificate of Title No.
  - E. Mode of Payment
  - F. Amount of bid (in numbers and in words)
  - G. Signature of the bidder/representative
7. Bid proposal shall be written in words and in figures and **must not be lower than the Minimum Acceptable Offer of the property**. Should there be a difference in the amount in words and in figures, **the amount in words shall prevail**.
8. Bidders’ deposit equivalent to at least **10% of the Bid Offer** shall be in the form of a **MANAGER’S CHECK** payable to the Government Service Insurance System.
9. The following shall be inserted in a sealed bid envelope:
  - A. **ALL** participating bidders must insert:
    - a. properly accomplished **BID FORM**
    - b. **MANAGER’S CHECK** payable to Government Service Insurance System representing deposit equivalent to at least 10% of the Bid Offer
  - B. If the bidder is being represented by an authorized representative, a corresponding Special Power of Attorney (SPA) must also be included
  - C. If the bidder is the occupant of the subject property, two (2) proofs of occupancy must also be inserted. These are:
    - a. Barangay certificate that the bidder is occupying or residing in the subject property; and
    - b. Valid Government Issued ID with an address showing that the bidder is currently residing in the subject property, or the Latest Billing Statement under the Bidder’s Name that shows he/she is currently residing in the subject property.

10. The following information shall be clearly written outside the sealed bid envelope (mailing envelope).

(Address of Property you want to bid)  
 Block No. \_\_\_\_\_ Lot No. \_\_\_\_\_ Phase No. \_\_\_\_\_  
Name of Subdivision  
Address of Subdivision  
 TCT NO. \_\_\_\_\_  
 Name of Bidder:  
 Mailing Address:

11. The existing tenant or occupant or his duly authorized representative through a valid Special Power of Attorney (SPA) has the right to match the offer of the declared highest bidder, provided:
- He/she participated in actual bidding and
  - Inserted the two (2) proofs of occupancy inside his/her bid envelope as indicated in Number 9 of these guidelines
12. If the occupant will exercise his/her **Right to Match** the offer of the declared highest bidder, he/she shall adjust his/her initial deposit based on the bid amount of the declared highest bidder. He/she must also pay the adjusted deposit on the day of bidding.
13. The declared highest/winning bidder **shall submit within fourteen (14) calendar days** of the actual bidding, the following documents:
- If the winning bidder is an **individual**,
    - duly accomplished Personal Profile (with attached recent two (2) pieces of 2x2 ID pictures of the winning bidder)
    - photocopies of two (2) valid IDs (at least one should be a government-issued ID)
  - If the winning bidder is a **corporate entity** or **partnership**,
    - duly accomplished Company/Corporate Profile
    - Registration Certificate from the Securities and Exchange Commission (SEC)
    - Articles of Incorporation (if corporation), Articles of Partnership (if partnership), General Information Sheet, and By-Laws duly certified by the SEC
    - Current Mayor's Permit issued by the city or municipality where the principal place of business of the winning bidder is located
  - If the winning bidder is a **cooperative**,
    - duly accomplished Company/Corporate Profile
    - Cooperative Development Authority Registration or any proof of such registration
    - Current Mayor's Permit issued by the city or municipality where the principal place of business of the winning bidder is located
14. A **Notice of Approval of Sale (NOAS)** shall be issued to the highest/winning bidder on the day of bidding. The Bidder's deposit of the other non-winning bidder/s shall be returned immediately.
15. The deposit equivalent to at least ten percent (10%) of the Bid Offer shall be paid on the day of bidding. The 90% balance of the bid amount shall be paid either in cash or in manager's check within thirty (30) calendar days from receipt of NOAS, without privilege of extension.
16. Non-compliance with the terms and conditions stated in the NOAS will result in the **forfeiture of the bidder's total deposit**.
17. In case the highest/winning bidder fails to comply with the requirements within the specified time, the said NOAS shall be deemed automatically revoked and the highest/winning bidder shall be informed in writing. The second highest bidder, if any, shall be informed in writing if he/she is still interested to acquire the property. If still interested, he/she must remit the required non-refundable 10% deposit within three (3) working days after receipt of notice from GSIS.
18. GSIS reserves the right to waive any formality or to reject any or all bids received. **The list of properties available for sale may be updated without prior notice.**
19. For bidding inquiries, you may call the Real Property Accounts Management Department (RPAMD) at trunk line numbers (02) 8479-3600, and (02) 7976-4900 local numbers 3228, 3374, and 3396.



## BID FORM FOR CASH BASIS

☐ OCCUPANT

☐ NON-OCCUPANT

Date of Bidding: \_\_\_\_\_

Name of Bidder/Company/Organization: \_\_\_\_\_

### PARTICULARS OF THE PROPERTY

Block/Unit No. \_\_\_\_\_ Lot No/Building No. \_\_\_\_\_ Phase/Area \_\_\_\_\_

Name of District/Subdivision: \_\_\_\_\_

Location: \_\_\_\_\_  
(City/Municipality) (Province)

TCT/CCT No. \_\_\_\_\_ Property Classification: \_\_\_\_\_  
(House & Lot/Lot Only/Condominium)

### BID PROPOSAL

Bid Offer: \_\_\_\_\_  
(amount in words) (PhP \_\_\_\_\_)

\_\_\_\_\_ (amount in words)  
at least 10% of Bid Offer (in Manager's Check): \_\_\_\_\_  
(amount in words) (PhP \_\_\_\_\_)  
\_\_\_\_\_ (amount in words) (amount in figures)

### Bidder Information (Please write in BLOCK LETTERS)

#### NAME OF BIDDER/COMPANY/ORGANIZATION

Last Name

First Name

Name Extension (e.g. Jr., III)

Middle Name

Maiden Name

#### DATE OF BIRTH

m	m	d	d	y	y	y	y
---	---	---	---	---	---	---	---

#### AGE

#### CITIZENSHIP

#### GENDER

☐ Male

☐ Female

#### GSIS Member?

☐ No

☐ Yes, indicate BP No.

#### MARITAL STATUS

☐ Single

☐ Married

☐ Widow/er

Landline No.

--	--	--	--	--	--	--	--	--	--

Mobile No.

--	--	--	--	--	--	--	--	--	--

Email Address

--	--	--	--	--	--	--	--	--	--

### MAILING ADDRESS

### CERTIFICATION

I/We certify that the information given and any or all statements made herein are true, correct, complete and updated to the best of my/our knowledge and belief. I hereby certify under pain of perjury that my/our signature/s appearing herein is genuine and authentic. I/We agree that any material misrepresentation or falsity can be used by Government Service Insurance System (GSIS) to pursue civil and/or criminal liabilities against me/us.

I/We hereby certify that I/we have exercised due diligence by verifying all documents pertaining to the above mentioned property with other government agencies (i.e Register of Deeds, Assessor's Office, Philippine Institute of Volcanology and Seismology, etc) before tendering this bid offer.

I/We hereby agree of the following:

1) to purchase the property on "As-is, Where-is" basis which I/We have inspected the property including whether it is unoccupied or occupied, and as a consequence, I/We will take full responsibility in taking legal measures to eject the illegal occupant/s of the property.

2) to hold GSIS free and harmless from liabilities of whatever kind and nature arising out of any legal claims which may be filed by third persons involving the property.

**Once declared as the winning bidder, I/We will accept the physical and legal condition of the property without seeking assistance from GSIS and waive my/our right to rescind/cancel the sale and ask for refund of payments made to GSIS by reason or any defect therein.**

Further, I/We authorize and give consent to collect, store, transmit, use, distribute, disclose, share, retain, dispose, destroy, and process my/our personal information contained in my/our record or any other form or document that I/we have or will submit to GSIS for the purpose of acquiring a GSIS acquired asset/s as prescribed by the Republic Act No. 10173 also known as the "Data Privacy Act of 2012" and its implementing rules and regulations.

\_\_\_\_\_  
(Signature over Printed Name of the Bidder/Authorized Representative)

\*\*\* THIS PORTION IS FOR GSIS USE ONLY \*\*\*

Remarks

NOAS No.



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

## RIGHT TO MATCH FORM

**"FOR OCCUPANTS ONLY"**

Date of Bidding: \_\_\_\_\_

Name of Bidder/Company/Organization: \_\_\_\_\_

### MATCHED BID AMOUNT

Bid Offer of the declared highest Bid Amount: \_\_\_\_\_  
(amount in figures)

\_\_\_\_\_ (PhP \_\_\_\_\_ )  
(amount in words) (amount in figures)

At least 10% of the declared highest Bid Amount: \_\_\_\_\_  
(amount in words)

\_\_\_\_\_ (PhP \_\_\_\_\_ )  
(amount in words) (amount in figures)

At least 10% of the declared highest Bid Amount (PhP \_\_\_\_\_ )

less: Submitted 10% deposit in Manager's Check (PhP \_\_\_\_\_ )

Required Additional deposit equivalent to at least 10%  
of the Bid Amount (Cash or in Manager's Check): (PhP \_\_\_\_\_ )

I/We the occupant exercises the Right to Match the offer of the declared highest bidder. Further, I/We hereby agree to pay the required deposit based on the bid amount of the declared highest bidder on the day of bidding.

My/Our failure to settle the said deposit within the day of the bidding shall automatically cancel and revoke my/our declaration as winning bidder. I/We understand that the first declared highest bidder shall be the new winning bidder.

\_\_\_\_\_  
(Signature over Printed Name of the Bidder/Authorized Representative)

\*\*\* THIS PORTION IS FOR GSIS USE ONLY \*\*\*

Remarks

NOAS No.

2nd Highest Bidder:

3rd Highest Bidder: