



NCR Acquired Assets Sales Group
Level 4 Ayala Malls Manila Bay Diosdado Macapagal Blvd.
Cor. Aseana Avenue, Paranaque City

INVITATION TO SUBMIT OFFER TO PURCHASE

March 10, 2025

The Pag-IBIG Fund Committee on Disposition of Acquired Assets hereby invites interested buyers who would like to purchase Pag-IBIG Fund acquired assets through negotiated sale:

PUBLICATION BATCH NO.	AREA/LOCATION OF PROPERTIES	NO. OF AVAILABLE UNITS	PERIOD OF ACCEPTANCE OF OFFERS
15251	Batangas, Bulacan, Cavite, Laguna, Rizal, and Metro Manila	500	March 17, 2025 – March 21, 2025

GENERAL GUIDELINES

- The list of the properties for negotiated sale may be viewed at www.pagibigfund.gov.ph.
- Interested buyers are encouraged to inspect their desired property/ies to purchase prior to submission of offer.
- The properties shall be sold on an “**AS IS, WHERE IS**” basis which means that the buyer accepts whatever the physical status of the property/ies including whether it is occupied or not.
- The **OFFERED PRICE** per property **shall not fall below the minimum gross selling price** of the property set by the Fund.

Example: If the minimum gross selling price of the property is P600,000.00, the Offered Price to be indicated in the Offer to Purchase shall be “P600,000.00” or higher.

- Purchase of the said properties may be one of the following modes of sale:

a. **GROUP SALE**

- Available to interested buyers employed under the same employer. Their employer shall meet the following requirements prior to submission of offer:
 - Accredited pursuant to the criteria provided in the prevailing guidelines on the Pag-IBIG Fund Employer Accreditation Program;
 - Have a Collection Servicing Agreement (CSA) or will have CSA with the Fund relative to the deduction and remittance of housing amortization.

NOTE: This mode of sale is also available to members of employees’ associations or cooperatives whose employer has a CSA or willing to execute a CSA with the Fund.

- The interested buyers shall submit their individual offer stating their desired property to purchase, offered price and preferred mode of payment (cash, short-term installment or long term installment) to their group’s authorized representative.
- The group’s representative shall batch the offers and accomplish Offer to Purchase (HQP-AAF213) with attached List of Interested Employees/Members and Properties to be Purchased under Group Sale (HQP-AAF-214).

- The “aggregate Gross Selling Price” of the properties subject of group’s initial offer for the year should be **at least** Ten Million Pesos (P10,000,000.00).

Example:

Desired Properties	Gross Selling Price*	Offered Price**
Property A	P3,000,000	P3,100,000
Property B	P3,000,000	P3,100,000
Property C	P4,000,000	P4,100,000
Total	P10,000,000	P10,300,000

*Set by Pag-IBIG Fund
**Set by the employee/members of the group

- The Fund shall grant a discount depending on the aggregate gross selling price of the properties as follows:

Gross Selling Price	Discount Rate
P10M to P50M	40%
More than P50M to P100M	42%
More than P100M	45%

- The Offer to Purchase and List shall be sealed in a mailing envelope.

b. BULK SALE

- Available to interested buyers of more than one (1) acquired asset with the aggregate “Gross Selling Price” of at least Ten Million Pesos (P10,000,000.00).

Example:

Desired Properties	Gross Selling Price*	Offered Price**
Property A	P3,000,000	P3,100,000
Property B	P3,000,000	P3,100,000
Property C	P4,000,000	P4,100,000
Total	P10,000,000	P10,300,000

*Set by Pag-IBIG Fund
**Set by the Buyer

- Interested buyers shall accomplish Offer to Purchase (If an individual, HQP-AAF-212; if a juridical entity, HQP-AAF-213) indicating their preferred mode of payment (cash or short-term installment) together with a List of Properties to be Purchased under Bulk Sale (HQP-AAF-215).
- The Fund shall grant a discount depending on the aggregate gross selling price of the properties as follows:

Gross Selling Price	Discount Rate
P10M to P50M	40%
More than P50M to P100M	42%
More than P100M	45%

- The Offer to Purchase and List shall be sealed in a mailing envelope.

c. RETAIL SALE

- Available to any buyers who are interested to purchase Pag-IBIG Fund acquired assets.
- Interested buyers shall submit their offer indicating their preferred mode of payment (cash or short-term installment) using the form Offer to Purchase (If an individual, HQP-AAF-212; if a juridical entity, HQP-AAF-213).
- The Fund shall grant a discount depending on the chosen mode of payment:

Mode of Payment	Discount
Cash	30%
Short-Term Installment	20%
Long-Term Installment	10%

- If the mode of payment is through long term installment, the buyer shall attach a copy of his/her proof of income to the Offer to Purchase.

The Offer to Purchase shall be sealed in a mailing envelope.

6.

The sealed envelope containing the offer shall be dropped in the drop box located at :

 - For NCR – 2nd Floor JELP Business Solutions Center, 409 Shaw Boulevard, Brgy. Addition Hills, Mandaluyong City
 - For Cavite – Pag-IBIG Fund Dasmariñas Branch – Level 1 Robinsons Place Dasmariñas, Emilio Aguinaldo Highway, cor. Governor’s Dr. Sitio Palapala, Dasmariñas, Cavite.
 - For Laguna – Pag-IBIG Fund San Pedro Branch – 3/F Robinsons Galleria South, Km. 31, National Highway, Brgy. Nueva San Pedro, Laguna
 - Pag-IBIG Fund Ayala Malls Manila Bay – Level 4 Ayala Malls Manila Bay Diosdado Macapagal Blvd. cor. Aseana Avenue, Paranaque City (Beside PARANAQUE CITY EXPRESS LINGKOD OFFICE – SERBISYO CENTER)

7.

The interested buyer shall be required to register at the frontline counter prior to dropping of sealed offers. A Registration Stub will be issued as proof of registration.

8.

In case the offer will be dropped by a representative, an Authorization Letter signed by the buyer and photocopy of valid ID of the buyer with contact number shall be presented upon registration. The authorization shall only be limited to the dropping of sealed offer.

9.

Acceptance of sealed offers shall be from **8:30 AM to 4:45 PM** at **NCR, Dasmariñas and San Pedro Branches** and **9:00 AM to 5:45 PM** for **Pag-IBIG Fund Ayala Malls Manila Bay** starting **March 17, 2025** to **March 21, 2025**. No offers shall be accepted after the said cut-off time and date.

10.

The determination of winning offers shall be on **March 24, 2025** at **Pag-IBIG Fund Ayala Malls Manila Bay- Level 4 Ayala Malls Manila Bay Diosdado Macapagal Blvd. cor. Aseana Avenue, Paranaque City**.

11.

The determination of winning offers shall be monitored by a representative from Commission on Audit (COA). Attendance of the buyer in the venue is only optional.

12.

The buyer who has the **HIGHEST OFFERED PRICE** on a specific property shall be considered the winner.

13.

In case there are identical offers constituting the highest offer on a specific property, the tie shall be resolved by toss coin. However, in case there are more than two (2) highest offerors, the tie shall be resolved through draw lots.

14.

The result of the negotiated sale shall be released and posted in the Pag-IBIG Fund official website at www.pagibigfund.gov.ph on the following week after the scheduled date of determination of winning offers. Buyers are encourage to check the result on the said website.

15.

Any notification sent by Pag-IBIG Fund through email or SMS shall be sufficient compliance to the notification requirement and presumed to be deemed received by the buyer. In this regard, the Buyer shall ensure that the contact number and email address indicated on the Offer to Purchase are active. The buyer shall inform Pag-IBIG Fund immediately on any changes on his/her contact number.

16.

The winning buyer shall be required to pay a **NON-REFUNDABLE RESERVATION FEE OF ONE THOUSAND PESOS (P1,000.00)** (except for Bulk Sale) within five (5) working days from date of receipt of Notice of Award (NOA). If the mode of payment is through cash or short term installment, a downpayment of at least five percent (5%) of the net selling price shall be paid together with the reservation fee.

17.

The winning buyers must abide by the terms and conditions of his chosen mode of payment:

a.

Cash Payment – the balance on the net selling price shall be paid not later than thirty (30) calendar days from date of signing of Deed of Conditional Sale (DCS).

- b. **Short-Term Installment** – the balance on the net selling price shall be paid in equal monthly installments, provided that the chosen payment term shall not exceed twelve (12) months subject to an interest based on the Full Risk-Based Pricing Framework for three-year fixing period. For Bulk Sale, the applicable interest rate shall be based on the Fund's Full Risk-Based Pricing Framework for Wholesale Loans.
- c. **Long-Term Installment** – payment shall be in the form of monthly amortization based on the approved term, which may be up to a maximum of thirty (30) years with the following considerations:
 - c.1. Approval and term shall be subject to eligibility requirements stipulated under the Circular 428 Omnibus Guidelines on Sale of Pag-IBIG Fund Real and Other Properties Acquired;
 - c.2. The amount shall be the buyer's offered price;
 - c.3. The buyer shall be required to file his/her Long-Term Installment application and pay the following incidental expenses within thirty (30) calendar days from payment of reservation fee:
 - Processing fee of Two Thousand Pesos (P2,000.00) shall be paid upon submission of complete requirements;
 - Equity, if applicable;
 - One-year advance insurance premiums (sales redemption insurance as well as non-life insurance);
 - c.4. In case the Offered Price, net of downpayment (if any) and additional discount, is still higher than the approved amount for Long Term Installment, the amount in excess shall be treated as equity. It shall be paid by the buyer within thirty (30) calendar days from receipt of Notice of Conditional Approval of Sale (NCAS).
 - c.5. Original Borrowers who wish to participate on the negotiated sale shall not be allowed to avail long term installment as mode of payment. They may only submit offer thru cash or short-term installment basis.
 - c.6. In case the application has been disapproved due to buyer's fault, any downpayment not to exceed 5% of the net selling price and processing fee shall be forfeited in favor of the Fund.
- 18. The winning buyer shall take possession of the property without seeking assistance from the Fund.
- 19. If the winning buyer fails or refuses to push through with the purchase of the properties, or fails to comply with the terms and conditions of the sale, he/she shall lose his/her right as the winning buyer and the Fund shall offer the subject property/ies on the next list of properties to be offered for negotiated sale.
- 20. Interested parties may contact the **Sales Department** thru **Ms. Rhodora D. Atil, Ms. Jonnise G. Natividad, Ms. Caressa P. Penera, or Mr. Anton Joe L. Movilla** at tel. nos. **(02) 8632-1463**. You may also email your inquiries for further details at **aad_ms@pagibigfund.gov.ph**.

PAG-IBIG FUND RESERVES THE RIGHT TO REJECT ANY OR ALL OFFERS, TO WAIVE ANY FORMALITY THEREIN OR ACCEPT SUCH OFFER AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE FUND. THE DECISION OF THE FUND IS FINAL AND BINDING.

(Signed) ARLENE R. REYES
Chairperson, Committee on Disposition of
Acquired Assets



Paraan ng pagsumite ng inyong Offer to Purchase para sa Negotiated Sale :

1. Sagutan ang **Registration form** at ang **Offer to Purchase (OTP) forms** (malinaw ang pagkakasulat upang maayos na *ma-encode* ang inyong registration sa aming system). **Ang lahat ng dokumento ay dapat orihinal na lagdaan ng OFFEROR O AUTHORIZED REPRESENTATIVE.** Ang mga nasabing forms ay inyong makikita sa aming website sa <https://www.pagibigfund.gov.ph/acquiredassets.html> (*Properties Under Negotiated Sale - NCR Branch*) at e-click ang **“click here to open complete details”**. I-print ang mga nasabing forms at basahin ang mga panuntunan sa pagbili ng mga *acquired assets*.

Paalala: Dahil sa kasalukuyang pandemya na dulot ng Covid-19, wala pong ipinamimigay na forms sa aming opisina. Ang lahat ng forms ay maaaring ma *download* sa aming website.”
2. Ilagay sa unang puting sobre na may *label* na **REGISTRATION** ang nasagutan na **Registration Form/Stub**(HQP- AAF-328 (v01, 08/2023)).
3. Ilagay sa isa pang hiwalay na selyadong puting sobre na may *label* na **OFFER TO PURCHASE** (ang mga sumusunod:
 - 2 Offer to Purchase forms (**Individual OTP** (HQP- AAF-212 (v02, 02/2022) para sa mga individual na offeror o **Juridical OTP** (HQP- AAF-213 (v02, 02/2022) para sa company offeror)
 - Kopya ng valid ID/s ng Offeror na may tatlong Specimen Signatures
 - Proof of income ng offeror (para sa Long Term Installment application)
 - Kopya ng Special Power of Attorney at valid IDs ng kanyang representative (kung kailangan)
 - Secretary’s Certificate para sa mga company offeror .
4. Ang mga **offeror** ay maaring mag sumite ng kanyang **offer** ng 1 beses lamang sa bawat isang property. Ano man ang kakulangan, mga pagbura o pagkaka iba-iba ng mga impormasyon sa inyong **Offer to purchase forms** at sa mga nabanggit na dokumento ay maaring magdulot ng pagka diskwalipika ng inyong offer/s. Kaya’t siguraduhing ito ay maayos at kumpleto na nakapaloob sa isang selyadong puting sobre o *mail envelope*.
5. **Huwag mag lagay ng pera sa loob ng sobre.**
6. Ipadala ang inyong **Registration form** at **Offer to Purchase** na naka paloob sa magkahiwalay na selyadong puting sobre sa pamamagitan ng **Courier services** tulad ng Grab Express, Lalamove, Mr. Speedy, Toktok, etc., o ihulog ng personal sa mga sumusunod ng **Pag-IBIG Offices** :

Branch	Address	Date	Oras ng Pagtanggap ng Offers
Pag-IBIG NCR	Ground Floor JELP Business Solutions Center, 409 Shaw Boulevard, Brgy. Addition Hills, Mandaluyong City	March 17, 2025 - March 21, 2025	8:30am – 4:45pm
Dasmarinas, Cavite	Level 1 Robinsons Place Dasmarinas, Emilio Aguinaldo Highway, cor. Governor’s Dr. Sitio Palapala, Dasmariñas, Cavite	March 17, 2025 - March 21, 2025	8:30am – 4:45pm
San Pedro, Laguna	3/F Robinsons Galleria South, Km. 31, National Highway, Brgy. Nueva San Pedro, Laguna	March 17, 2025 - March 21, 2025	8:30am – 4:45pm
Pag-IBIG Fund Ayala Malls Manila Bay	Level 4 Ayala Malls Manila Bay Diosdado Macapagal Blvd. cor. Aseana Avenue, Paranaque City (Beside Paranaque City Express Lingkod Offices-Serbisyo Center)	March 17, 2025 - March 21, 2025	9:00am – 5:45pm

7. Ang offeror ang siyang babalikang para sa **service fee** ng inyong napiling courier services. Kailangan matanggap ng aming Marketing Officer ang inyong offer to purchase sa takdang oras at araw na nakasaad sa itaas at hindi na maaaring tanggapin ang inyong offer kung ito ay mahuli.

Maraming Salamat po!