



## CHECKLIST OF REQUIREMENTS FOR PURCHASE OF ACQUIRED ASSETS UNDER PUBLIC AUCTION

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>FOR INDIVIDUAL BIDDER</b>	
<b><u>To be sealed in the bid envelope</u></b>	
1. Duly accomplished and signed Offer to Bid (2 original copies)	Pag-IBIG Website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or any Pag-IBIG Branch
2. Bid Bond equivalent to 5% of the Bid Offer (In Cash or Manager's Check, Philippine Currency)	Bidder
3. One (1) Valid ID (1 photocopy, back-to-back) with 3 specimen signatures. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- GSIS e-Card</li> <li>- Social Security System (SSS) Card</li> <li>- Senior Citizen Card</li> <li>- OWWA ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) Social Security System (SSS) Local Government Unit (LGU) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)
4. If chosen mode of payment is Long Term Installment, photocopy of Proof of Income (1 copy).	Please refer to the acceptable proof of income indicated in the <i>Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i>
<b><u>After winning the public auction</u></b>	
<b><i>For Cash or Short-Term Installment:</i></b>	
1. Signed and notarized Certificate of Acceptance/Katibayan sa Pagtanggap (HQP- AAF-145) (3 original copies).	Pag-IBIG Branch
2. Signed and notarized Deed of Conditional Sale (DCS, 4 original copies).	Pag-IBIG Branch
<b><i>For Long-Term Installment:</i></b>	
1. Complete documentary requirements for application for long term installment.	<i>Refer to Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i>

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2. Payment of Processing Fee, advance 1-year insurance premiums and equity, if any.	Bidder
<b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b>	
<p><b>IF THRU REPRESENTATIVE/ATTORNEY-IN-FACT - INDIVIDUAL PERSON</b></p> <p><b><u>To be sealed in the bid envelope</u></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished Offer to Bid (2 original copies) signed by the Bidder/Attorney-In-Fact</li> <li>2. Bid Bond equivalent to 5% of the Bid Offer (In Cash or Manager's Check, Philippine Currency)</li> <li>3. Notarized Special Power of Attorney (SPA) signed by the bidder (1 original copy, 1 photocopy) <ul style="list-style-type: none"> <li><b>For OFW</b> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy, 1 photocopy)</li> <li>✓ For documents executed abroad (1 original copy, 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of the country where the member is working) but duly authenticated by a Philippine Consular Officer</li> <li>▪ For Apostille Countries - Apostille SPA</li> </ul> </li> </ul> </li> </ul> </li> <li>4. One (1) Valid ID of the Bidder and Attorney-In-Fact (1 photocopy each, back-to-back) with 3 specimen signatures. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- GSIS e-Card</li> <li>- Social Security System (SSS) Card</li> <li>- Senior Citizen Card</li> <li>- OWWA ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> </ul> </li> </ol>	<p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or any Pag-IBIG Branch</p> <p>Bidder</p> <p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being Represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) Social Security System (SSS) Local Government Unit (LGU) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)</p>

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<p>- Department of Social Welfare and Development (DSWD) Certification - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</p> <p>5. If chosen mode of payment is Long Term Installment, photocopy of Proof of Income (1 copy).</p> <p><b><u>After winning the public auction</u></b> <i>For Cash or Short-Term Installment:</i></p> <ol style="list-style-type: none"> <li>1. Signed and notarized Certificate of Acceptance/ Katibayan sa Pagtanggap (HQP-AAF-145) (3 original copies).</li> <li>2. Signed and notarized Deed of Conditional Sale (DCS, 4 original copies).</li> </ol> <p><i>For Long-Term Installment:</i></p> <ol style="list-style-type: none"> <li>1. Complete documentary requirements for application for long term installment.</li> <li>2. Payment of Processing Fee, advance 1-year insurance premiums and equity, if any.</li> </ol>	<p>Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Please refer to the acceptable proof of income indicated in the <i>Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p><i>Refer to Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p> <p>Bidder</p>
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<p><b>IF THRU REPRESENTATIVE/ATTORNEY-IN-FACT - ORGANIZATION (JURIDICAL ENTITY)</b></p> <p><b><u>To be sealed in the bid envelope</u></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished Offer to Bid (2 original copies) signed by the authorized representative</li> <li>2. Bid Bond equivalent to 5% of the Bid Offer (In Cash or Manager's Check, Philippine Currency)</li> <li>3. Notarized Secretary Certificate (SC) signed by the organization's representative/s (1 original copy, 1 photocopy)</li> <li>4. One (1) Valid ID of the Bidder's Authorized Representative (photocopy, back-to-back) with 3 specimen signatures. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- GSIS e-Card</li> <li>- Social Security System (SSS) Card</li> <li>- Senior Citizen Card</li> <li>- OWWA ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> </ul> </li> </ol>	<p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or any Pag-IBIG Branch Bidder</p> <p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) (Sample Template)</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) Social Security System (SSS) Local Government Unit (LGU) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA)</p>

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