



GENERAL GUIDELINES

1. Sale of GSIS Investment Properties – Retail Units (IP-RUs) shall be through competitive public bidding.
2. Acceptance of Purchase Offers shall start on the scheduled bidding date and time.
3. 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.
4. The sale 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.

5. Strictly **“One bidder, One specific property”** only. It means that a bidder cannot submit two (2) or more bids for one property. A bidder may submit one bid each for as many properties 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 a valid government-issued ID upon registration on the date of public bidding.
6. A downloadable bid form shall be properly accomplished with the following data:
 - A. Date of Bidding
 - B. Name of the bidder
 - C. The exact address of the property you are interested to bid
 - D. Transfer Certificate of Title No.
 - E. Mode of Payment
 - F. Amount of bid (in numbers and words)
 - G. Signature of the bidder/representative
7. **All** participating bidders shall insert the following documents in a bid envelope:
 - 1) Properly accomplished bid form;
 - 2) Manager’s Check is payable to *Government Service Insurance System* representing the deposit equivalent to at least 10% of the Bid-Offer plus 12% VAT, if applicable.
 - 3) Special Power of Attorney (SPA), if the bidder is being represented by another person.
 - 4) Two (2) proofs of occupancy, if the bidder is the occupant of the subject property:
 - a. Barangay certificate that the bidder is occupying or residing in the subject property; and
 - b. Valid Government Issued ID indicating the address of the subject property, or

c. Latest Billing Statement under the Bidder’s Name indicating the address of the subject property.

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

9. The bid-offer **must not be lower than the Minimum Acceptable Offer**. It shall be written in words and figures. If there is contradictory bid amount in words and numbers, the amount in words shall prevail.

10. Pursuant to Republic Act (R.A.) No. 10963 otherwise known as the Tax Reform Act for Acceleration and Inclusion (TRAIN) Act, the selling price of the GSIS properties **above PhP2 million shall be subject to 12% Value-Added Tax (VAT)**.

11. Bidders’ deposit equivalent to at least **10% of the Bid-Offer** plus the 12% VAT, if applicable, shall be in the form of a **Manager’s Check** payable to **Government Service Insurance System**, and shall be paid not later than 3:00 P.M. on the day of the bidding.

12. The 90% balance of the bid amount plus 12% VAT shall be paid either in cash or in Manager's Check within thirty (30) calendar days from receipt of NOAS, without the privilege of extension.

Sample Computation: The bid amount is PhP2,610,000.00						
				10%	12% VAT	Total
Deposit	(10% of PhP2,610,000.00)	+	12% VAT	261,000.00	31,320.00	292,320.00
Balance	(90% of PhP2,610,000.00)	+	12% VAT	2,349,000.00	281,880.00	2,630,880.00

13. Full settlement of the winning bid price either in **CASH** or **MANAGER’S CHECK** shall be payable within **thirty (30) calendar days** from receipt of Notice of Approval of Sale, without the privilege of extension.

14. The current 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 that:

- a. he/she participated in actual bidding, and
- b. inserted the two (2) proofs of occupancy in his/her bid envelope as indicated in number 11.4 above.

15. 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 equivalent to the 10% of the bid amount of the declared highest bidder, and pay the adjusted deposit on the day of bidding **in cash**.

16. A **Notice of Approval of Sale (NOAS)** shall be issued in favor of the declared winning bidder after the bidding.

17. The bid envelope of the non-winning bidder/s shall be immediately returned once the public bidding has been adjourned.

18. The declared highest/winning bidder **shall submit within fourteen (14) calendar days** from the bid date the following documents:
- a. If the winning bidder is an **individual**,
 1. duly accomplished Personal Profile (with attached recent two (2) pieces of 2x2 ID pictures of the winning bidder)
 2. a photocopy of two (2) valid IDs (at least one should be a government-issued ID)
 - b. If the winning bidder is a **corporate entity or partnership**,
 1. duly accomplished Company/Corporate Profile
 2. Registration Certificate from the Securities and Exchange Commission (SEC)
 3. Articles of Incorporation (if a corporation), Articles of Partnership (if partnership), General Information Sheet, and By-Laws duly certified by the SEC
 4. Current Mayor's Permit issued by the city or municipality where the principal place of business of the winning bidder is located
 - c. If the winning bidder is a **cooperative**.
 1. duly accomplished Company/Corporate Profile
 2. Cooperative Development Authority Registration or any proof of such registration
 3. Current Mayor's Permit issued by the city or municipality where the principal place of business of the winning bidder is located.
19. Failure of the declared winning bidder to comply with the terms and conditions of sale stated in the NOAS shall automatically **forfeit the declared winning bidder's 10% deposit**.
20. 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.
21. 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.**
22. 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 or send an email at gsiscstrpamd@gsis.gov.ph.



HEALTH PROTOCOLS UNDER NEW NORMAL

1. Only the participating bidder shall enter the bidding room.
2. The bidder must properly wear a facemask and face shield at any time.
3. Social distancing must be strictly observed.
4. Bringing of ballpen is encouraged.
5. Please follow the health and safety protocols on and off the GSIS premises.
6. Additional health and safety measures shall be published on the GSIS website page once the IATF issues additional or new guidelines.

GUIDE FOR BIDDERS

1. Please register at the Registration Area between **8:30 AM and 9:30 A.M.**
2. Present the sealed Bid Envelope upon registration.
 - Ensure that you have read and follow the General Guidelines;
 - Ensure that the Bid form is properly accomplished and it must not have erasures; and
 - Ensure that the Bid envelope contains complete documents as mentioned above;
3. Review the contents of the bid envelope before sealing and dropping it in the Bid Box.
4. Only participating bidder is allowed to drop the sealed bid envelope in the Bid Box.
5. Any change in or retrieval of the bid envelop shall not be allowed once the sealed envelope has been dropped in the Bid Box.
6. Opening of Bids will commence at 10:00 A.M.

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. Registry of Deeds, Assessor's Office, Philippine Institute of Volcanology and Seismology, etc.) before tendering this bid-offer.

I/We hereby agree to the following:

1) to purchase the property on an "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 a refund of the 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 of, 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 to acquire 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: _____ Date: _____

THIS PORTION IS FOR GSIS USE ONLY

Remarks: _____ NOAS No. _____



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:	_____		