



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Rambutan Road, UP Los Baños, College, Laguna 4031 Philippines
+63 918 985 2293 | +63 947 898 5494 | spmo.uplb@up.edu.ph | www.spmo.uplb.edu.ph

APPRAISAL AND DISPOSAL COMMITTEE FOR MOTOR VEHICLES (ADC-MV)

**DISPOSAL OF UNSERVICEABLE AND SCRAP MOTOR VEHICLES
THROUGH NEGOTIATED SALE
BID NO. UPLB-MV-D-12-002-24-NS01**

The Appraisal and Disposal Committee for Motor Vehicles (ADC-MV) of the University of the Philippines Los Baños (UPLB) hereby invites all interested parties to participate in the negotiated sale (from two failed public auctions) of **four (4) lots** of unserviceable and scrap motor vehicles under **Bid No. UPLB-MV-D-12-002-24-NS01** on “**AS IS WHERE IS**” basis (see photos in Annex A). Evaluation and award shall be on a per lot basis. These items will be sold to the highest complying bidder who will pay in cash.

LOT NO.	ITEM DESCRIPTION MAKE AND TYPE	LOCATION	MIN. BID. PRICE (PhP)
1	MOTORCYCLE, TS 100 SUZUKI, Engine#TS1002-211927, Chassis#TS100-103099, Plate#SD-3701	CES TEMPORARY JUNKYARD	6,000.00
2	BUS, Hyundai, UNIVERSE, model 2010, Diesel engine, 6-cylinder, Engine#D6ABY028751, Chassis#KMJRJ188PYC906112, Plate#PIQ-757	BIOTECH	115,000.00
3	BUS, Isuzu, model 1986, diesel engine, 6 cylinder, 45 to 50 seaters; Engine#6BD1432819, Chassis#ECR5002509613, Plate#SCV-763	IPB	110,000.00
4	CAR, Toyota Corolla XL, small body, Sedan, model 1986, Gas engine, 4-cylinder, Engine#2E-1390773, Chassis#EE80-0142009, Plate#SFW-731	IPB	16,400.00

Schedule of Activities:

Pre-Negotiation Conference: **28 March 2025 (Friday), 2:00 PM**
Venue: Ground Floor, Central Experiment Station (CES)
Building (along IPB Road, in front of National Seed
Foundation.

Viewing/ Ocular Inspection: **28 March 2025 (9:00 AM to 2:00 PM).**
Contact Persons: Mr. Jolo Magpantay, Mr. Mark Jayson Aguilando,
or Mr. Fidel Belgar, Jr.

Meeting Place: CES Temporary Junkyard

Deadline for Submission
of Sealed Envelopes: **02 April 2025 (Wed), 10:00 A.M.**
Venue: Ground Floor, Central Experiment Station (CES)
Building (along IPB Road, in front of National Seed
Foundation.



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Terms, Conditions, Procedures and Guidelines

1. The deadline for submission of requirements and properly accomplished auction tenders in sealed envelopes shall be on **02 April 2025 (Wed), 10:00 A.M.** The opening of bids/best and final offers shall immediately follow, and late bids shall not be accepted.
2. The interested/invited bidder/buyer shall personally bid for the item/s. He/ She may authorize a representative to bid on his/her behalf during the auction provided that a duly notarized Special Power of Attorney is presented before the opening of bids. Otherwise, the bid shall not be accepted.
3. The bidder must submit the following documentary requirements enclosed in a sealed envelope with bidder's signature across the flap seam (Annex B):
 - a. **Sealed Envelope No. 1 (any size)**
 - i. copy of latest and valid Mayor's permit
 - ii. copy of BIR Registration
 - iii. copy of DTI/ SEC Registration
 - iv. duly notarized Special Power of Attorney (if applicable)

For new bidders, please bring the original documents for validation.
 - b. **Sealed Envelope No. 2 (any size)**
 - i. **Three (3) properly accomplished and duly signed auction tenders**
 - ii. Bidder's Auction Bond in the form of cash in the amount equivalent to **at least ten percent (10%)** of the Total Bid Offer.

The sealed envelope (with the Bidder's name, Bid No., Lot No. and Envelope No.) shall be addressed to:

The Chair
Appraisal and Disposal Committee for Motor Vehicles (ADC-MV)
University of the Philippines Los Baños
College, Laguna

4. Bid offers shall be expressed in written words and figures in Philippine Currency. In case of discrepancies, the **amount in words shall be considered as the final bid price.**
5. The bidder can bid for one or more lots. **He/She shall submit auction tenders for different lots in separate envelopes. If the buyer is interested in ALL LOTS, the auction tender shall be submitted in only one (1) envelope.**
6. The award shall be given to the highest complying bidder. The offer shall not be less than the minimum bid set by the ADC-MV.
7. Auction bonds of non-winning bidders shall be returned after the announcement of the winning bidder.
8. The winning bidder's payment for the awarded item/s may either be through Cash or Online (please follow the instructions in Annex C).



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9. The full payment shall be made within five (5) working days from the date of the notice of award.
10. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond.
11. Upon submission of the proof of payment (Official Receipt), the winning bidder must submit the list of their authorized staff and photocopy of their valid IDs prior to the issuance of the Authority to Transport and Waybill, and Permit for Transport of Materials/Equipment. Only those persons listed shall be allowed to enter the location, conduct post-inspection, haul, and transport the unserviceable property/ies.
12. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s after full payment of the auction price and within ten (10) working days after receipt of the award. Otherwise, a storage fee of One Hundred Pesos (P100.00) per lot/day shall be charged to the winning bidder. Unjustified failure to claim/haul the item/s after fifteen (15) days from receipt of the award will result in the cancellation of the award and forfeiture of the auction bond.
13. The schedule of hauling/withdrawal/ transport of items should be done during office hours (from 9:00 A.M. to 3:00 P.M., Mondays to Fridays) and must be coordinated with the authorized end-user, SPMO and ADC-MV Representatives. The ADC-MV shall implement the “No Appointment, No Hauling” policy.
14. All expenses incidental to the withdrawal of the unserviceable properties shall be borne by the winning bidder.
15. Guidelines for blacklisting shall be in accordance with the COA-DBM Joint Circular No. 2024-01 dated 30 January 2024: Revised Manual on the Disposal of Government Properties.
16. The UPLB reserves the right to reject any or all bids without offering any reason, waive any defect therein and make an award to the bidder whose proposal is most advantageous to the University. The UPLB likewise assumes no obligation for whatever losses that may be incurred by the bidders in the preparation of the bids, nor does it guarantee that the award shall be made.

(sgd.)
ENGR. LEONIDAS A. CAOILI
Chair, ADC-MV



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ANNEX A

FOUR (4) LOTS OF UNSERVICEABLE MOTOR VEHICLES
(UPLB-MV-D-12-002-24-NS01)

LOT 1: MOTORCYCLE



LOT 2: BUS



LOT 3: BUS



LOT 4: CAR





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ANNEX B
SAMPLE SEALED ENVELOPE FORMAT

Front

*Must be sealed and should be signed
by the bidder across the flap seam*



Back of envelope

Name of Bidder
Bid No. UPLB-D-001-25
Envelope 1

The Chair
Appraisal and Disposal Committee (ADC)
University of the Philippines Los Baños
College, Laguna

Name of Bidder
Bid No. UPLB-MV-D-12-002-24
Envelope 2 – LOT # 3

The Chair
Appraisal and Disposal Committee
for Motor Vehicles (ADC-MV)
University of the Philippines Los Baños
College, Laguna

ANNEX C

PAYMENT OF SALES FOR AUCTION OF UNSERVICEABLE PROPERTIES

A. Pay at the Cashier's Office (from 8:00 am to 2:00 pm only, Mon to Fri).

B. On-line Payment

Instructions:

1. Go to the Land **Bank website** (<https://www.landbank.com/>) and select **Link.Biz Portal feature**.
2. Click "**Pay Now**".
3. Select Merchant by typing University of the Philippines and look for "**University of the Philippines Los Baños**" on the drop-down list.
4. Click "**Continue**".
5. At the **Transaction Type**, there will be a drop down list, select: **Other Revolving Fund** and the desired **Payment Option** (Cash Payment ; Landbank/ATM (should be registered in the IAccess); other forms of payment)*
6. Fill in the required fields in the displayed information.



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7. For the “**Purpose of payment**” type “**Payment for Lot # _____ of Bid No. _____**”.
(Example: Payment for Lot # 1 of Bid No. UPLB-MV-D-12-002-24)
8. For the “**Reference No.**” type **9305012**.
9. Click “**Submit**” and wait for further instructions.
10. Email a copy of the proof of payment to **SPMO official email** address (spmo.uplb@up.edu.ph) and to hlbenzon@up.edu.ph.
11. Original copy of the Official Receipt will be obtained from SPMO.

Payment Option:

Cash Payment – you can pay thru 7-11 stores; SM: Palawan Pawnshop; Cebuana Lhuillier; Robinson, Pay & Go, Bayad Center, PCHC Bank members, Etc.