



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 | spmouplb@up.edu.ph | www.spmouplb.edu.ph

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

INVITATION TO BID (ITB)
PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF
UNSERVICEABLE AND SCRAP MOTOR VEHICLES
BID NO. UPLB-MV-D-12-002-24 (RE-AUCTION)

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 public auction (from 1st failed auction) of **six (6) lots** of unserviceable and scrap motor vehicles under **Bid No. UPLB-MV-D-12-002-24 (re-auction)** 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
1	PICK-UP, Toyota Hilux, model 1991 Chassis#YN85-0023385, Engine#2Y-0663721, Plate#OEV-17167	CES TEMPORARY JUNKYARD
2	CAR, Nissan Sentra, 4D sedan, model 1999 white color Motor#GA16POO1976H, Chassis#BAYALHAB14-C51578, Plate#SKC-831	CES TEMPORARY JUNKYARD
3	WAGON, Toyota Tamaraw FX GL, model 1996 Gas, white color, Motor#7K-00052259, Chassis#KF52-000470, Plate#SEJ-927, NO ENGINE (BLOCK ONLY)	CES TEMPORARY JUNKYARD
4	PiCK-UP, Toyota, model 1972 1C, Blue color, Chassis#RN20-007907, Plate#SAA-480, (no engine/ transmission)	CES TEMPORARY JUNKYARD
5	JITNEY, Multicab passenger type Suzuki model 2010 Engine#F6A-6304910, Chassis#DC51T-402672, Plate#SKG-592	CES TEMPORARY JUNKYARD
6	WAGON, FORD EVEREST 4X4, M/T Model 2005 Champagne silver color, Motor#WLAT-530874, Chassis#MNCLS4D404W110109, Plate#SJM-961	CES TEMPORARY JUNKYARD

(1st auction: UPLB-MV-D-12-002-24, 3 Dec 2024)

Schedule of Activities:

Pre-Auction 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**



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Deadline for Submission
of Sealed Envelopes:
Venue:

02 April 2025 (Wednesday), 9:45 A.M.
Ground Floor, Central Experiment Station (CES)
Building (along IPB Road, in front of National Seed
Foundation.

Terms, Conditions, Procedures and Guidelines

A. Pre- Auction

1. The sale of the unserviceable scrap motor vehicles will be conducted through **Public Auction (2nd Auction)**, which is open to all interested bidders.
2. Interested/invited bidders/buyers are invited to attend the **pre-auction conference** and conduct **physical inspection** to see the actual condition of the items. All bidders are required to sign in the attendance sheet provided by SPMO.
3. The **Auction Tender/Bidform** shall be available starting 25 March 2025, from 8:00 A.M. to 5:00 P.M at the Supply and Property Management Office. Copy can also be downloaded from the **SPMO website** (<https://www.spmouplb.edu.ph/>).

B. During the Auction

1. The deadline for submission of requirements and accomplished auction tenders in sealed envelopes shall be on **02 April 2025 (Wed), 9:45 A.M.** The opening of bids/offers shall immediately follow, and late bids shall not be accepted.
2. The prospective bidder 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):

i. Sealed Envelope No. 1 (any size)

- a. copy of latest and valid Mayor's permit
- b. copy of BIR Registration
- c. copy of DTI/ SEC Registration
- d. duly notarized Special Power of Attorney (if applicable)

For new bidders, please bring the original documents for validation.

ii. Sealed Envelope No. 2 (any size)

- a. **Three (3) properly accomplished and duly signed auction tenders**
- b. 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



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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.

C. After the Auction

1. The winning bidder shall be issued a Notice of Award (NOA), and full payment shall be made within five (5) working days from the date of the NOA.
2. The winning bidder's payment for the awarded item/s may either be through Cash or Online (please follow the instructions in Annex C).
3. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond.
4. 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.
5. 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.
6. 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.**
7. All expenses incidental to the withdrawal of the unserviceable properties shall be borne by the winning bidder.
8. 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.
9. 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
SIX (6) LOTS OF UNSERVICEABLE MOTOR VEHICLES
(UPLB-MV-D-12-002-24 RE-AUCTION)

LOT 1: PICK-UP

TOYOTA HI-LUX (PICK-UP)



LOT 2: CAR



LOT 3: WAGON





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LOT 4: PICK-UP

LOT 5: MULTICAB



LOT 6: WAGON



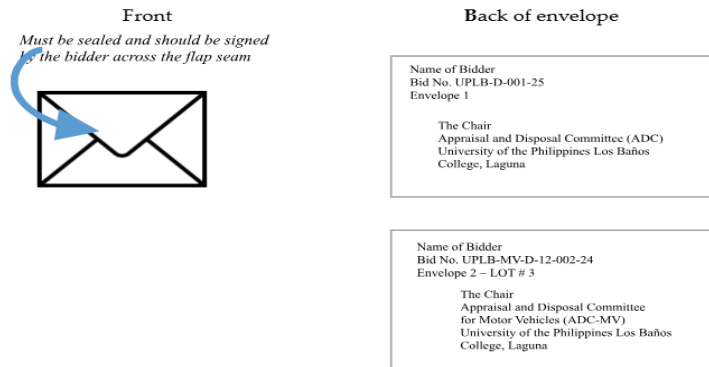


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ANNEX B
SAMPLE SEALED ENVELOPE FORMAT



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.
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 RE-AUCTION)
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 Lhulluier; Robinson, Pay & Go, Bayad Center, PCHC Bank members, Etc.