

**PROPOSED SCHEDULE FOR THE SALE / DISPOSAL OF THE BANK'S  
UNSERVICABLE / UNNEEDED EQUIPMENT, FURNITURE & FIXTURES (EFFs)**

<b>Activity</b>	<b>Objective</b>	<b>Responsible</b>	<b>Time Frame</b>
Preparation of all Bid Documents	Approval of the specific bidding rules and materials for publication  Adopt guidelines and procedures in the conduct of public bidding	DBP BBG-Central Luzon (CL) Disposal Committee- <i>Secretariat</i>	8 February 2024
Furnish Commission on Audit (COA) the following:  a. Program Schedule of Disposal b. Bidding Rules and Procedures c. Bid Form d. Invitation to Bid e. Appraisal Report f. Inventory and Inspection Report	To comply with COA requirements under COA Circular No. 89-296	DBP BBG-CL Disposal Committee	12 February 2024
DBP Website Posting of the Invitation To Bid (ITB)	To inform the public of the scheduled auction and to ensure the participation of more bidders	DBP BBG-CL Disposal Committee; Corporate Affairs Department (CAD)	February 15-28, 2024
Posting in the Bulletin Boards of various City Halls (Cities of San Fernando and Angeles, Municipalities of Mexico, Bacolor and Guagua), copies of DBP's Invitation To Bid through respective Offices of the City/Municipal Mayors	To reinforce the publication to ensure wider scope of participation	DBP BBG-CL Disposal Committee	February 15-28, 2024
Issuance of Bid Documents	To enable the bidders to participate in the public auction	- DBP BBG-CL Disposal Committee	February 15-28, 2024
Ocular inspection by prospective bidders	To provide the prospective bidders an opportunity to inspect the property/ies being sold	- DBP BBG-CL Disposal Committee  DBP San Fernando Pampanga Branch	February 15-28, 2024
Conduct of Public Bidding	Sell property/ies to the bidder with the highest acceptable/ complying bid	DBP BBG-CL Disposal Committee	29 February 2024 10:00 A.M.
Attend to Closing Activity:  a. Full Payment b. Formal turnover of property/ies and acceptance by the buyer.	Consummation of approved sale and conveyance of sold property/ies to successful bidder	DBP BBG-CL Disposal Committee  DBP San Fernando Pampanga Branch	Upon receipt of full payment



8 February 2024

## INVITATION TO BID

The Development Bank of the Philippines (DBP) Branch Banking Group-Central Luzon (BBG-CL) Disposal Committee will conduct public bidding through sealed bids on February 29, 2024, 10:00 A.M. at the DBP San Fernando Pampanga Branch, Ground Floor, Dona Isa-Fel Building, Mac Arthur Highway, Brgy. Dolores, City of San Fernando, Pampanga for the sale of the following on **CASH BASIS**:

Quantity	Description	Minimum Bid Price	Location
One (1) Lot	Gang Chairs	₱440.00	DBP San Fernando Pampanga

Bidders are reminded of the following:

1. To inspect the property/ies before bidding to determine actual condition;
2. The sale shall be on "**AS IS, WHERE IS**" basis, subject to the other terms and conditions which DBP may impose;
3. Above property/ies is/are offered singly / individually, thus, interested bidders must submit individual offer / bid form for the item/s;
4. To submit the following in an enclosed / sealed envelope not later than the exact date and time of auction:
  - a. Duly accomplished DBP Bid Form (erasures / interlineations should be duly signed by the bidder);
  - b. Photocopy of valid ID of the bidder;
  - c. Bid Bonds equivalent to 10% of the bid price
5. The envelope containing the above listed item should be sealed and signed (across the envelope's flap) by the bidder and properly labelled containing the name of the bidder and item to be bid;
6. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by bid bonds at the time of the opening of bids shall be considered defective bids which automatically disqualify the respective bidder;

7. The bidder should be present or be represented by an authorized representative during the bidding, otherwise, his / her bid will not be considered;
8. The bidder or the bidder's authorized representative should be on time.
9. Bids shall be submitted on or before the time scheduled for the opening of bids. No bids will be accepted once the bidding process commences. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids;
10. Bid bonds of the non-winning bidders shall be returned immediately after the announcement of the winning bidder while bid bond/s of the winning bidder shall be immediately deposited to DBP after the bidding proper. Bid bond of the winning bidder shall be considered as partial payment. Full payment shall be made within five (5) working days from the date of the bidding. In case the winning bidder fails to pay the full bid price within the prescribed period, DBP may cancel the award and forfeit the bid bond;

**DBP reserves the right to reject any or all bids, to waive any formality therein or to accept such bids as may be considered most advantageous to the Bank. The decision of the Bank is final and binding.**

For your inquiries and concerns, please contact the DBP BBG-CL Disposal Committee Secretariat at telephone numbers (02)8 818-9511 local 1570 / (045) 963-1231.

**FRANCIS THADDEUS L. RIVERA**  
First Vice President /  
Chairperson, DBP BBG-CL Disposal Committee



## BIDDING RULES

- 1) In submitting a bid, the Bidder acknowledges that he has been advised to investigate, inspect and verify the item/s for sale/disposal to ascertain their actual condition.
- 2) The Bidder or his duly authorized representative should sign the Bidding Rules appended to the Bid Form as proof of conformity thereto.
- 3) Sale shall be on an "as is, where is" basis.
- 4) Only **Cash Bids** shall be entertained.
- 5) Officers and employees of DBP and their relatives within the 3<sup>rd</sup> degree of consanguinity and affinity are ineligible to participate or purchase any item in any disposal thru Public Bidding that will be conducted by DBP.
- 6) The winning Bidder/s shall be required to submit copy of the company's TIN and 2023 Mayor's/Business Permit.
- 7) Bid Submission and Bidding Date: **29 February 2024**.

Bids shall be submitted to the **DBP BBG-Central Luzon (CL) Disposal Committee**, with the following address: **DBP San Fernando Pampanga Branch**, Ground Floor, Dona Isa-Fel Building, Mac Arthur Highway, Brgy. Dolores, City of San Fernando, Pampanga on or before **10:00 A.M. of 29 February 2024**. Bidders shall submit one (1) envelope, **stating the name of the Bidder and Bid Submission and Bidding Date on the front side of the envelope**. The envelope shall be signed and sealed across the flaps, with the following contents:

- a. Duly signed Bid Form and Bidding Rules; and
- b. The Cash Bid Bond greater or equal to 10% of the total bid.

***If non-compliant on the above, the bid shall be rejected and returned to the Bidder.***

- 8) If the Bidder is an authorized representative of an individual, partnership or a corporation, the representative must submit the Bid Form to the DBP BBG-CL Disposal Committee, together with a duly **notarized** Letter of Authorization from the individual/company/partnership being represented, certified by the Managing Partner or by the Corporate Secretary of the Bidding Partnership or Corporation, as the case may be. The representative should also present at least one (1) valid government-issued ID to the DBP BBG-CL Disposal Committee.
- 9) The Bidder or his duly authorized representative must be present during the bidding. A Tender/Bid Box shall be made available where Bidders should place their bids.
- 10) The sealed envelope shall be opened by the DBP BBG-CL Disposal Committee on **29 February 2024, 10:00 A.M.** (Philippine Standard Time) at the **San Fernando Pampanga Branch**, Ground Floor, Dona Isa-Fel Building, Mac Arthur Highway, Brgy. Dolores, City of San Fernando, Pampanga.  
Sealed Bids shall be opened in order of their number in the Attendance Sheet provided by the DBP BBG-CL Disposal Committee, unless otherwise announced during the bidding.
- 11) As a general rule, no offer below the Floor Price shall be entertained.
- 12) **No bids shall be accepted after 10:00 A.M. of 29 February 2024**. Sealed Bids shall be opened in the presence of Bidders/ witnesses.  
After the winning Bidder/s is/are declared by the DBP BBG-CL Disposal Committee, the Bid Bond/s shall be returned to the non-winning Bidder/s. The non-winning Bidder/s shall acknowledge receipt of the returned Bid Bond.
- 13) The Winning Bidder's Bid Bond shall be paid in cash and shall be deposited to DBP on the same date as the actual bidding.

- 14) In the event that the Winning Bidder, without justifiable cause, refuses to accept the Notice of Award (NOA), if applicable, DBP shall forfeit the Bidder's Bid Bond and may proceed to process the second best bid and make the award to the second best qualified Bidder that submitted the second best bid price. Should negotiations with the second best qualified Bidder fails, DBP may continue to negotiate with the other qualified Bidders in the order of their offers.
- 15) The Winning Bidder must complete the payment of his bid within **five (5) working days** from the Bid Submission and Bidding Date. Failure to do so will result to the **cancellation of the award and forfeiture of his deposit.**
- 16) The Winning Bidder/s shall, at his own expense, pull out the item/s from its present site within **seven (7) working days from the date of full payment.** After such date, DBP shall no longer be responsible for any loss/damages on the item/s.
- 17) Transfer costs, registration fees, documentary stamp taxes and other expenses incidental to the sale and transfer of the properties shall be for the account of the Winning Bidder.
- 18) Pull-out of item/s should be undertaken **during 8:00 A.M. to 5:00 P.M. regular working hours of DBP** except for items that shall need to be hauled by large vehicles, which will depend on the 'Truck Ban' being imposed by the LGU where the items are located.
- 19) All documents submitted, or to be submitted by the Bidders are presumed to be legally in order, that the person signing and executing said documents is authorized to do so and that the signatures appearing thereon are authentic and not forged. Any material defect or misrepresentation on the documents which will invalidate or render unenforceable the bids submitted shall cause the rejection of the bid and the forfeiture of any amount tendered to the Bank.
- 20) DBP reserves the right to delay the opening of the Sealed Bids. No bids shall be accepted after **10:00 A.M. of 29 February 2024.** Sealed Bids shall be opened in the presence of Bidders who have the right to examine all bids opened.
- 21) In case of a tie between two or more winning bids, the concerned Bidders will have to make a new offer via a Sealed Bid on the Bid Submission and Bidding Date. The BBG-CL Disposal Committee shall provide Bid Forms and envelopes to the concerned Bidders, which shall be opened once all the bids were given to the Chairperson of the DBP BBG-CL Disposal Committee. Opening of the envelopes shall be in the order of submission of the envelopes. The Bidder with the highest new bid shall be declared Winning Bidder. If any concerned Bidder fails to submit within the time allotted by the Chairperson of the DBP BBG-CL Disposal Committee, the original bid is considered resubmitted.
- 22) Failure of Bidding thru Public Bidding shall be declared in the event of the following:
  - a. There is no bidding participant; or
  - b. Only one (1) bidder submitted a bid tender for each item/lot; or
  - c. Only one (1) bidder complies with the terms and conditions prescribed in the ITB; or
  - d. Only one (1) bidder meets the minimum bid price; or
  - e. The DBP CL-Disposal Committee rejects all bids submitted pursuant to Section 24 of this Bidding Rules.
- 23) Withdrawal by the Bidder of his submitted bid for any cause shall mean forfeiture of his Bid Bond in favor of DBP as liquidated damages.
- 24) DBP reserves the right to reject any or all bids, waive any formalities therein or to accept such bids as may be considered advantageous to the Bank.

**CONFORME:**

\_\_\_\_\_  
*Name and Signature of Bidder/Authorized Representative*

\_\_\_\_\_  
*Date*



Development Bank of the Philippines

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## BID FORM

Date: \_\_\_\_\_

**DBP BBG-Central Luzon (CL) Disposal Committee**

DBP San Fernando Pampanga Branch  
Ground Floor, Dona Isa-Fel Building, Mac Arthur Highway,  
Brgy. Dolores, City of San Fernando, Pampanga

My bid(s) for the item/s being offered for sale (per lot/unit) is/are as follow/s:

	Description	Floor Price	Bid Amount
One (1) Lot	Gang Chairs	₱440.00	

I acknowledge that I was given the opportunity to sufficiently inspect the above item/s and that I have read and fully understood the Bidding Rules.

Enclosed is my Cash Bond of (Amount in Words) \_\_\_\_\_

₱ \_\_\_\_\_ (equivalent to at least 10% of my total bid).

Signature of Bidder/Authorized Representative	
Printed Name of Bidder/Authorized Representative	
Name of Bidding Entity/Company, <i>if applicable</i>	
Date	
Address	
Contact Number	