



Development Bank of the Philippines

ITB DATE: July 1, 2024

INVITATION TO BID (ITB)

The DEVELOPMENT BANK OF THE PHILIPPINES invites bidders to buy the following Movable Property Items:

	Unit	Description	Floor Price	Location
1	One (1) Unit	Isuzu Crosswind XT 2006 model, white color powered by a 4-cylinder diesel fed engine, 5-speed manual transmission with plate no. SHN 771.	P 140,000.00	DBP TUBIGON Branch, Tubigon Municipality, Bohol

The ocular inspection of the prospective Bidders is on **July 1 to 15, 2024**, weekdays between 9:00 AM to 3:00 PM.

Please secure the Bidding Rules and the Bid Form from the DBP Tubigon Branch – Holy Cross Academy Building, Brgy. Centro, Tubigon Municipality, Bohol and scheduling of inspection, kindly contact Mr. Christian S. Arao-Arao / Ms. Maria Lucia S. Visarra at telephone numbers (038) 237-2661/2664 /+639171259300/ +639399302261 or via email at tubigon@dbp.ph.

Submission of Sealed Bids and Public Bidding shall be held on **July 16, 2024, at 4:00 in the afternoon**, at the DBP Tubigon Branch lobby, Holy Cross Academy Building, Brgy. Centro, Tubigon Municipality, Bohol.

SIGNED
VP HELBERT ANTOINE A. ACHAY
Chairperson
BBG-CEV Disposal Committee



Development Bank of the Philippines

BID FORM

DBP Tubigon Branch,
Holy Cross Academy Building
Brgy. Centro, Tubigon Municipality,
Bohol
(038) 237-2261 / 2664

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

QTY	PARTICULARS	FLOOR PRICE	BID AMOUNT
One (1) Unit	Isuzu Crosswind XT 2006 model, white color powered by a 4-cylinder diesel fed engine, 5-speed manual transmission	P 140,000.00	

TOTAL BID AMOUNT Php _____

Total Bid Amount in Words: _____

I acknowledge that I was allowed 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): _____
_____, (Php _____), equivalent or more than 10% of my total bid.

	Bidder/Authorized Representative
Name of Bidding Entity if Any	Printed Name & Signature / Designation

BIDDING RULES

- 1) In submitting a bid, the Bidder acknowledges that he was given every opportunity 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) The bid shall be in Philippine Currency and only **Cash Bids** shall be entertained.
- 5) Officers and employees of DBP who are directly involved in the disposal, and their families up to the 3rd degree of consanguinity and affinity are ineligible to participate or to purchase any item in all forms of disposal that will be conducted by DBP.
- 6) For scrap/shredded papers, cartons and boxes of old records/books/files specified in the Invitation To Bid (ITB), the winning Bidder/s shall be required to:
 - a. enter into an Agreement with DBP (to be provided by DBP);
 - b. submit a copy of the company's TIN and valid Mayor's/Business Permit; and
 - c. submit a photocopy of at least one (1) valid government-issued ID of the company's representative (physical ID should be available once requested for validation).
- 7) Bids shall be submitted to the **DBP BBG-CEV-Disposal Committee**, with the following address: DBP Tubigon Branch, Holy Cross Academy, Brgy. Centro, Tubigon, Bohol on or before the scheduled time and date of the Public Bidding/Sale. Bidders shall submit one (1) envelope, clearly indicating the name of the Bidder and Bidding Date on the front portion of the envelope to be dropped in the designated box at the venue on the date and time specified in the Invitation to Bid. Failure to drop the bid on the specified time may result to a disqualification by the interested bidder from joining the Public Bidding. **The envelope shall be signed and sealed across the flap with the following contents:**
 - a. **Duly signed Bid Form and Bidding Rules;** and
 - b. **Cash Bid Bond which should be greater or equal to 10% of the total bid.**
- 8) The Cash Bid Bond shall also be clearly indicated in the Bid Form. Failure to indicate the Cash Bid Bond may result to disqualification to this Public Bidding.
- 9) If the Bidder is an authorized representative of an individual, partnership or a corporation, the representative must submit **original and photocopy** of the 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 part of the Bid documents, as the case may be. The representative must submit a photocopy of at least one (1) valid government-issued ID to the DBP BBG-CEV Disposal Committee, original copy shall be presented upon request.
- 10) 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 on or before the deadline that was set.
- 11) All bids shall be opened during the scheduled Public Bidding by the DBP BBG-CEV Disposal Committee in the presence of representatives/s from the Commission on Audit (COA) and bidder-representative/s on the date and venue specified in the Invitation to Bid.
- 12) Sealed Bids shall be opened in order of their number in the Attendance Sheet provided by the DBP BBG-CEV Disposal Committee Secretariat to the attending Bidders, unless otherwise announced during the bidding.
- 13) DBP reserves the right to delay the opening of the Sealed Bids for justifiable reason/s.
- 14) No bid below the Floor Price shall be accepted.
- 15) 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.
- 16) In case of a tie between two (2) or more winning bids, the concerned Bidders will be requested to submit a new offer via a Sealed Bid in the presence of the DBP BBG-CEV Disposal Committee and witnesses. The DBP BBG-CEV 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-CEV 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-CEV Disposal Committee, the original bid is considered resubmitted.
- 17) **The Winning Bidder's cash Bid Bond shall be deposited to DBP on the same date of the actual bidding.**
- 18) After the winning Bidder/s is/are declared by the DBP BBG-CEV Disposal Committee, the Bid Bond/s shall be sealed and returned to the losing Bidder/s. The losing Bidder/s shall acknowledge receipt of the returned Bid Bond/s.
- 19) Notice of Award (NOA) and/or original copy of the Official Receipt (OR), as proof of deposit, will be issued to the Winning Bidder/s.
- 20) In the event that a Winning Bidder, without justifiable cause, refused to accept the Notice of Award (NOA), if applicable, DBP shall forfeit the Bidder's Bid Bond and may proceed to process the second highest bid as the new Winning Bidder.

- 21) The Winning Bidder must complete the payment of his bid within **five (5) working days** from the date of the Public Bidding. Failure to do so will result to the **cancellation of the award and forfeiture of his Bid Bond**. In case the Winning Bidder fails to pay in full on the period specified, the item/s will be awarded to the 2nd highest bidder.
- 22) 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 OR after all the necessary documents have been signed by both parties and/or duly notarized**. After which, DBP shall no longer be responsible for any loss/damages on the item/s and may opt to forfeit the full payment and award of the item/s.
- 23) No-show of the Winning Bidder on the agreed/scheduled hauling of items for two (2) times in a particular lot without properly informing DBP (in writing) ahead of time and without a valid reason will result to a forfeiture of the full payment and the award of the item/s.
- 24) Pull-out/hauling of items should be strictly coordinated with DBP. Request for schedule in hauling should be submitted to DBP **on or before 2:30 PM**, a day before the actual hauling of the items from the premises.
- 25) Transfer costs, registration fees, documentary stamp taxes and other expenses incidental to the sale, transfer and pull-out of the property/ies shall be for the account of the Winning Bidder.
- 26) The Winning Bidder shall be solely responsible for any and all injuries or damages to persons or property caused by it and/or of its service personnel assigned to undertake the actual hauling of the items. And that the DBP shall not be responsible for the death or injury sustained by the Winning Bidder's personnel while in the performance of their hauling activity. In case of such death, accident or damage, DBP is specifically relieved of any damage and responsibility, therefore.
- 27) Hauling should be undertaken **between 8:00 a.m. to 5:00 p.m. during regular working hours** except for items that shall be hauled by large vehicles, which will depend on the 'Truck Ban' being imposed by the LGU where the items are located (e.g. DBP Head Office and/or Antipolo Warehouse, etc.).
- 28) Failure of 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 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 BBG-CEV Disposal Committee rejects all bids submitted pursuant to Item No. 30 of this Bidding Rules.
- 29) 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.
- 30) DBP reserves the right to reject any or all bids, to waive any formalities therein, such bids as may be considered advantageous to the Bank. The decision of the Bank is final and binding.

CONFORME:

Name and Signature of Bidder/Authorized Representative

Date