



DEVELOPMENT BANK OF THE PHILIPPINES
Head Office: Sen. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



10 June 2025

INVITATION TO BID

The Development Bank of the Philippines (DBP) Tarlac Branch Disposal Committee will conduct public bidding through sealed bids on **25 June 2025, 03:00 P.M.** at the **DBP Tarlac Branch, Macabulos Drive, San Roque, Tarlac City** for the sale of the following on **CASH BASIS**:

Quantity	Description	Minimum Bid Price	Location
One (1) Lot	Various Furniture and Fixtures and Scrap Materials 1 Visitor's Chair Solijja 4 Secretarial Chair 3 Gang Chair 1 Executive Table 1 Typing Table 2 Visitor's Chair 1 Wooden Cabinet with Glass Flourescent Light Set Housing GI Tube Assorted Electric wires with insulation	₱ 9,738.00	DBP Tarlac Branch, Macabulos Drive, San Roque, Tarlac City

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 by lot, thus, interested bidders must submit one offer/ bid form for the lot.
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. Duly signed Bidding Rules and Procedures
 - c. Bid Bonds equivalent to 10% of the bid price
 - d. Photocopy of valid ID of the bidder;
 - e. Duly signed Data Privacy Consent Form
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 Tarlac Branch at telephone numbers (02)8 818-9511 local 1574 / (045) 982-6024 & (045) 982-0406.

ORIGINAL SIGNED

FRANCIS THADDEUS L. RIVERA

Chairperson, DBP Tarlac Branch Disposal Committee



BIDDING RULES AND PROCEDURES

- 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 its/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 3rd degree of consanguinity and affinity are ineligible to participate or purchase any item in any disposal through Public Bidding that will be conducted by DBP.
- 6) The winning Bidder/s shall be required to submit a copy of the company's TIN and 2025 Mayor's/Business Permit.
- 7) Bid Submission and Bidding Date: **25 June 2025**.

Bids shall be submitted to the **DBP Tarlac Branch**, with the following address: **DBP Tarlac Branch, Macabulos Drive, San Roque, Tarlac City 2300** on or before **03:00 P.M. of 25 June 2025**. Bidders shall submit in one (1) envelope which shall be properly marked **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, and contain the following:

- a. At least three (3) copies of the Duly signed Bid Form/Auction Tender clearly indicating the following:
 - i. Description of the items/lots with corresponding auction offer in words and in figures
 - ii. Name and Signature of the Bidder
 - iii. Business or Residence address of the Bidder
 - iv. Proof of Identification of the Bidder
 - v. Terms and Conditions offered regarding bidder's bond, payment, default, and delivery
- b. Data Privacy Consent Form
- c. Duly Signed Bidding Rules; and
- d. The Cash Bid Bond greater than or equal to 10% of the total bid.

If non-compliant with the above, the bid shall be rejected and returned to the Bidder. Any erasures or interlineations shall be avoided or duly initialed by the bidder.

- 8) If the Bidder is an authorized representative of an individual, partnership, association, or a corporation, the representative must submit the Bid Form to the 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 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) **No bids shall be accepted after 03:00 P.M. of 25 June 2025**. Sealed Bids shall be opened in the presence of Bidders/ witnesses in the order of submission of the envelopes, unless otherwise announced during the bidding.
- 11) The sealed envelope shall be opened by the Disposal Committee on **25 June 2025, 03:00 P.M.** (Philippine Standard Time) at the **DBP Tarlac Branch Building, Macabulos Drive, San Roque, Tarlac City**.
- 12) As a general rule, no offer below the Floor Price shall be entertained.
- 13) Award shall be given to the highest complying bidder. 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 Disposal Committee shall provide Bid Forms and envelopes to the concerned Bidders, which shall be opened once all the bids are given to the Chairperson of the Disposal

Committee. 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 Disposal Committee, the original bid is considered resubmitted.

After the winning Bidder is declared by the 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.

- 14) 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.
- 15) If 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.
- 16) The Winning Bidder must complete the payment of his bid within **five (5) working days** from the Date of Notice of Award. Failure to do so will result in the **cancellation of the award and forfeiture of his deposit.**
- 17) The Winning Bidder shall, at his own expense, pull out the item/s from its/their present site/s within **ten (10) calendar days from the date of full payment.** After such date, DBP shall no longer be responsible for any loss/damages to the item/s.
- 18) 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.
- 19) 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.
- 20) 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.
- 21) DBP reserves the right to delay the opening of the Sealed Bids. No bids shall be accepted after **03:00 P.M. of 25 June 2025.** Sealed Bids shall be opened in the presence of Bidders who have the right to examine all bids opened.
- 22) Failure of Bidding thru Public Bidding shall be declared in the event of the following:
 - a. There is no bidding participant; or
 - b. All bidders failed to comply with the terms and conditions prescribed in the invitation to bid.
 - c. The Disposal Committee rejects all bids submitted pursuant to Section 24 of these 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
Head Office: San. Gil J. Puyat Avenue corner
Makati Avenue, Makati City, Philippines



BID FORM

Date: _____

DBP Tarlac Branch Disposal Committee

DBP Tarlac Branch, Macabulos Drive
San Roque, Tarlac City

My bid for the items being offered for sale (per lot) is as follows:

	Description	Floor Price	Bid Amount
One (1) Lot	Various Furniture and Fixtures and Scrap Materials 1 Visitor's Chair Solijia 4 Secretarial Chair 3 Gang Chair 1 Executive Table 1 Typing Table 2 Visitor's Chair 1 Wooden Cabinet with Glass Flourescent Light Set Housing GI Tube Assorted Electric wires with insulation	₱ 9,738.00	Amount in words: _____ _____ Amount in figures: _____
Terms: a. Full payment within five (5) working days from date of Notice of Award b. Withdrawal/Turn Over of Items: Within ten (10) calendar days from Award			

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

Enclosed is my **Cash Bond** of (Amount in Words) _____

₱ _____ (Amount in Figures) (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	
Proof of Bidder's Identification	
Bidder's Business or Residence address	
Contact Number(s)	