

**PROPOSED SCHEDULE FOR THE DISPOSAL OF THE BANK'S  
UNSERVICEABLE EQUIPMENT**

Activity	Objective	Responsible	Time Frame
Preparation of all Bid Documents	Approval of the specific bidding rules and materials for publication	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	23 September 2025
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. 40	Branch Banking Group Southern Mindanao – Disposal Team	30 September 2025
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	Branch Banking Group Southern Mindanao – Disposal Team; Corporate Affairs Dept. (CAD)	01 October 2025 To 16 October 2025
Posting in the Bulletin Boards of various Municipality/City Halls/Provincial Capitol through respective Offices of the Municipality/City Mayors and Provincial Governor.	To reinforce the publication to ensure wider scope of participation	Branch Banking Group Southern Mindanao – Disposal Team	01 October 2025 To 16 October 2025
Issuance of Bid Documents	To enable the bidders to participate in the public auction	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	01 October 2025 To 16 October 2025
Ocular inspection by prospective bidders	To provide the prospective bidders an opportunity to inspect the properties being sold	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	01 October 2025 To 16 October 2025
Conduct of Public Bidding	Sell property to the bidder with the highest acceptable/ complying bid	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	17 October 2025
Attend to Closing Activity:  a. Full Payment b. Formal turnover of property and acceptance by the buyer.	Consummation of approved sale and conveyance of sold property to successful bidder	Branch Banking Group Southern Mindanao – Disposal Team - Secretariat	Upon receipt of full payment



DEVELOPMENT BANK OF THE PHILIPPINES

Head Office: Sen. Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines



30 SEPTEMBER 2025

## INVITATION TO BID (ITB)

The **DEVELOPMENT BANK OF THE PHILIPPINES** invites bids and offers to buy (per unit) the following Equipment Furniture and Fixture (EFF):

Description	Floor Price	Location
MAVERICK M-712 CHECKWRITER	110.00	DBP Gensan Cmpd., Roxas Ave., General Santos City
MANUAL TYPEWRITER	55.00	DBP Gensan Cmpd., Roxas Ave., General Santos City
STEEL FILING CABINET	220.00	DBP Gensan Cmpd., Roxas Ave., General Santos City

The ocular inspection of prospective Bidders may be conducted on October 1, 2025 to October 16, 2025 (Banking Days; 9:00am-4:00pm).

Please secure the Bidding Rules and Bid Forms at the nearest DBP Branch or through e-mail at [sm-bbg@dbp.ph](mailto:sm-bbg@dbp.ph) or at [generalsantos@dbp.ph](mailto:generalsantos@dbp.ph). You may also contact Ms. Melanie S. Oronan at telephone no. (083) 554-7821 for inquiries.

Submission of Sealed Bids/Offer will be from October 1, 2025, 9:00 AM to October 17, 2025, 8:00 AM at the Branch Banking Group-Southern Mindanao (BBG-SM) Office, 1<sup>st</sup> floor DBP Building, Roxas Avenue, General Santos City.

**SIGNED**

ATTY. ELVIE N. EULLARAN-ALBANO

Senior Assistant Vice President

Chairman, BBG-Southern Mindanao Disposal Committee



(02) 8818-9511



[info@dbp.ph](mailto:info@dbp.ph)



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Makati City





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## 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 on 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 and Manager's Check 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) **Bid Submission Date: October 01, 2025 from 9:00 AM – 4:00 PM to October 17, 2025 8:00AM.**

Bids shall be submitted to the Branch Banking Group-Southern Mindanao Disposal Team, with the following address: Branch Banking Group-Southern Mindanao Office, 1<sup>st</sup> Floor, DBP Building, Roxas St., General Santos City on or before 8:00 AM of 17 October 2025. 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 or Manager's Check Bond greater or equal to 10% of the total bid.
- If non-compliant on the above, the bid shall be disqualified and returned to the Bidder.*
- 7) 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 SM Disposal Team, 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 SM Disposal team.
  - 8) 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.
  - 9) **The sealed envelope shall be opened by the DBP BBG SM Disposal Team on 17 October 2025, 9:00 AM (Philippine Standard Time) at the Branch Banking Group-Southern Mindanao Office Conference Room, 2<sup>nd</sup> Floor, DBP Building, Roxas St., General Santos City.**

Sealed Bids shall be opened in order of their number in the Attendance Sheet provided by the DBP BBG SM Disposal Team, unless otherwise announced during the bidding.

- 10) As a general rule, no offer below the Floor Price shall be entertained.
- 11) **No bids shall be accepted after 8:00 AM of 17 October 2025.** Sealed bids shall be opened in the presence of Bidders/witnesses.

After the winning Bidder/s is/are declared by the DBP BBG SM Disposal Team, 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.

- 12) The Winning Bidder's Bid Bond shall be paid in cash or Manager's Check and shall be deposited to DBP on the same date as the actual bidding.



- 13) 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.
- 14) The Winning Bidder must complete the payment of his bid within five (5) banking 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.
- 15) 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 issuance of Deed of Absolute Sale. After such date, DBP shall no longer be responsible for any loss/damages on the item/s.
- 16) Transfer costs, registration fees, documentary stamp taxes and other expenses incidental to the sale and transfer of the property/ies shall be for the account of the Winning Bidder.
- 17) Pull-out of item/s should be undertaken during 9:00am to 4:00pm 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.
- 18) 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.
- 19) DBP reserves the right to delay opening of the Sealed Bids.
- 20) 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 and Bid Submission shall be on the same Bidding Date. The DBP BBG SM Disposal team 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 SM Disposal Team. 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, one hour after the bidding tie has been declared by the Chairperson of the DBP BBG SM Disposal Team, the original bid is considered resubmitted.
- 21) 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 unit; 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
- 22) Withdrawal by the Bidder of his submitted bid for any formalities therein or to accept such bids as may be considered advantageous to the Bank.

**SIGNED**

ATTY. ELVIE N. EULLARAN-ALBANO  
Senior Assistant Vice President  
Chairman, BBG-Southern Mindanao Disposal Committee

CONFORME:

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Name and Signature of Bidder/Authorized Representative

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Date





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## BID FORM

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

**DBP Branch Banking Group-Southern Mindanao Disposal Team**  
Development Bank of the Philippines

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

Description	Floor Price	Location	Bid Amount
STEEL FILING CABINET	220.00	DBP Gensan Cmpd., Roxas Ave., Gensan City	

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

_____ Name of Bidding Entity / Company	_____ Printed Name and Signature / Date
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## BID FORM

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

**DBP Branch Banking Group-Southern Mindanao Disposal Team**  
Development Bank of the Philippines

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

Description	Floor Price	Location	Bid Amount
MANUAL TYPEWRITER	55.00	DBP Gensan Cmpd., Roxas Ave., Gensan City	

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

_____ Name of Bidding Entity / Company	_____ Printed Name and Signature / Date
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## BID FORM

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

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Enclosed is my Cash Bond of (Amount in Words) \_\_\_\_\_  
\_\_\_\_\_ ₱ \_\_\_\_\_ (equivalent to at least 10% of my  
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