



DEVELOPMENT BANK OF THE PHILIPPINES

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



## 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 3<sup>rd</sup> 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 2026 Mayor's/Business Permit.
- 7) Bid Submission and Bidding Date: **07 April 2026.**

Bids shall be submitted to the **DBP Balanga Branch**, with the following address: **Capitol Drive, Brgy. Tenejero, Balanga City, Bataan** on or before **03:00 P.M. of 07 April 2026.** 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 3:00 P.M. of 07 April 2026.** 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 **07 April 2026, 03:00 P.M.** (Philippine Standard Time) at the **DBP Balanga Branch, Capitol Drive, Brgy. Tenejero, Balanga City, Bataan.**
- 12) As a general rule, no offer below the Floor Price shall be entertained.



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- 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 07 April 2026.** 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:**

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*Name and Signature of Bidder/Authorized Representative*

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