



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Rambutan Road, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 2881 | +63 49 536 2282 | spmo.uplb@up.edu.ph | www.spmo.uplb.edu.ph

APPRAISAL AND DISPOSAL COMMITTEE FOR MOTOR VEHICLES (ADC-MV)



#202209-B6R101

INVITATION TO BID
PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF
UNSERVICEABLE MOTOR VEHICLES AND SCRAP VEHICLE PARTS
BID NO. UPLB-MV-D-003-22

The Appraisal and Disposal Committee for Motor Vehicles (ADC-MV) of the University of the Philippines Los Baños (UPLB) hereby invites all interested parties to participate in the public auction of **Ten (10) Lots** of Unserviceable Motor Vehicles and scrap vehicle parts under **Bid No. UPLB-MV-D-003-22** on “**AS IS WHERE IS**” basis (see photos in Annex A). Evaluation and award shall be on a per lot basis. These items will be sold to the highest bidder who will pay in cash.

LOT NO.	ARTICLE AND DESCRIPTION	LOCATION
1	JEEPNEY, Ford Fiera Chassis# MUQ4BL-869150, Engine# RF-142132, Plate# SDW-524	CES- TEMPORARY JUNKYARD
2	JEEP, ISUZU KC20 Model 1980 Engine# 602273, Chassis# KC20D0F201579, Plate#SAA-414	BIOTECH
3	TRACTOR, Ford 4000 Engine# D427932, Body# CSNN4024Y	CES- TEMPORARY JUNKYARD
4	TRACTOR, Ford 3600 Engine# D5NN6015F, Chassis# D3NN4024AD	IAS
5	TRACTOR Blue color Chassis# DONN6015, Engine# C407174	CES- TEMPORARY JUNKYARD
6	TRACTOR, John Deere Green color Chassis# R55011, Engine# R55014	
7	CAR, Toyota Camry Sedan LE A/T Model 1997 Color Gray Mica Chassis# SXV200046869, Motor# 5S-0597812, Plate# SLE-958	
8	CAR, Nissan Sentra SEDAN White color Chassis# BAYALHAB14C22539, Motor# GA16-P000853H, Plate# SJX-256	
9	VAN, L300, Mitsubishi Engine# 4D56-FC7287, Chassis# L069WQZJL-07483, Plate # SFG-431	
10	VARIOUS SCRAP MOTOR VEHICLE PARTS AND MATERIALS	

Schedule of Activities:

Pre-Auction Conference: **28 September 2022 (Wed), 9:00 AM**
Venue: **Ground Floor, Central Experiment Station (CES)**
Building (along IPB Road, in front of National Seed Foundation.

Viewing/ Ocular Inspection: **28 and 29 September 2022**
Batch 1: 28 Sept 2022 (Wed), 10:30 A.M.
Batch 2: 28 Sept 2022 (Wed), 2:00 P.M.
Batch 3: 29 Sept 2022 (Thur), 9:00 A.M.



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Contact Persons: **Mr. Arnold Mamino or Mr. Mark Jayson Aguilando**
Meeting Place: **SPMO Parking Lot (For Batch 2&3)**

Deadline for Submission
of Sealed Envelopes: **03 October 2022 (Mon), 2:30 P.M.**
Venue: **Ground Floor, Central Experiment Station (CES)
Building (along IPB Road, in front of National Seed
Foundation.**

Terms, Conditions, Procedures and Guidelines

A. Pre- Auction

1. Sale of the unserviceable motor vehicles and scrap vehicle parts will be conducted through **Public Auction**, which is open to all interested bidders.
2. Interested bidders are invited to attend the **pre-auction conference** and conduct **physical inspection** to see the actual condition of the items. All bidders are required to sign in the attendance sheet provided by SPMO.
3. The **Bid Forms** shall be available starting 19 September 2022, from 8:00 A.M. to 5:00 P.M at the Supply and Property Management Office through **Mr. Arnold F. Mamino**, Appraisal and Disposal Committee Support Staff, or can be downloaded from the **SPMO website** (<https://www.spmo.uplb.edu.ph/>).

B. During the Auction

4. The deadline for submission of requirements and accomplished bid forms shall be on **03 October 2022 (Monday) at 2:30 P.M.** The opening of bids/offers shall immediately follow, and late bids shall not be accepted.
5. The prospective bidder shall personally bid for the item/s. He / She may authorize a representative to bid in his/her behalf during the auction provided that a duly notarized Special Power of Attorney is presented before the opening of bids. Otherwise, the bid shall not be accepted.
6. The bidder must submit the following documents enclosed in a sealed envelope (Annex B.1):
 - I. **Sealed Envelope No. 1 (any size)**
 - a. copy of Updated Mayor's permit
 - b. copy of BIR Registration
 - c. copy of DTI Registration
 - II. **Sealed Envelope No. 2 (any size)**
 - a. Properly accomplished and duly signed bid form
 - b. Bidder's Bond in the form of cash in the amount equivalent to at least ten percent (10%) of the Total Bid Offer.

The sealed envelope (with the Bidder's name, Bid No. and Envelope No.) shall be addressed to:

The Chair
Appraisal and Disposal Committee for Motor Vehicles (ADC-MV)
University of the Philippines Los Baños
College, Laguna



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7. Bid offers shall be expressed in written words and figures in Philippine Currency. In case of discrepancies, the **amount in words shall be considered as the final bid price**.
8. The Bidder can bid for one or more lots. The Bidder with the **highest bid price** and whose offer is considered the most advantageous to the university shall be awarded and declared as the "Winning Bidder", provided the offer shall not be less than the minimum bid set by the ADC-MV.

C. After the Auction

9. The winning bidder shall be issued a Notice of Award (NOA) for the item/s purchased.
10. The winning bidder's payment for the awarded item/s may either be thru Cash or Online (please follow the instructions in Annex B.2).
11. Upon submission of the proof of payment (UP Form 113/Official Receipt), **the winning bidder must submit a list of authorized staff and photocopy of their valid IDs** prior to the issuance of the **Authority to Release/Gate Pass**. Only those persons listed shall be allowed to enter the location, conduct post-inspection, haul, and transport the unserviceable property/ies.
12. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s within ten (10) government working days after receipt of the award. Otherwise, a storage fee of **One Hundred Pesos (P100.00) per lot/day** shall be charged to the winning bidder. Failure to claim/haul the item/s after **fifteen (15) days from receipt of the award** will result in the cancellation of the award and bidder's bond forfeited.
13. The schedule of hauling/withdrawal/ transport of items should be done during office hours (from 9:00 A.M. to 3:00 P.M., Mondays to Fridays) and must be coordinated with the authorized End-user, SPMO and CES Temporary Junkyard Representatives. **The ADC-MV shall implement the No Appointment, No Hauling Policy.**
14. All expenses for the hauling of the unserviceable properties shall be for the account of the winning bidder.
15. The UPLB reserves the right to reject any or all bids without offering any reason, waive any defect therein and make an award to the bidder whose proposal is most advantageous to the University. The UPLB likewise assumes no obligation for whatever losses that may be incurred by the bidders in the preparation of the bids, nor does it guarantee that the award shall be made.

(sgd.) DR. VICTOR A. RODULFO, JR.
Chair, ADC-MV



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ANNEX A
TEN (10) LOTS OF UNSERVICEABLE MOTOR VEHICLES
(UPLB-MV-D-003-22)



LOT 1: JEEPNEY, Ford Fiera



LOT 2: JEEP, ISUZU KC20 Model 1980



LOT 3: TRACTOR, Ford 4000



LOT 4: TRACTOR, Ford 3600



LOT 5: TRACTOR Blue color



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LOT 6: TRACTOR, John Deere Green color



LOT 8: CAR, Nissan Sentra SEDAN



LOT 7: CAR, Toyota Camry



LOT 9: VAN, L300, Mitsubishi

NO PICTURE

LOT 10: VARIOUS SCRAP VEHICLE PARTS AND MATERIALS



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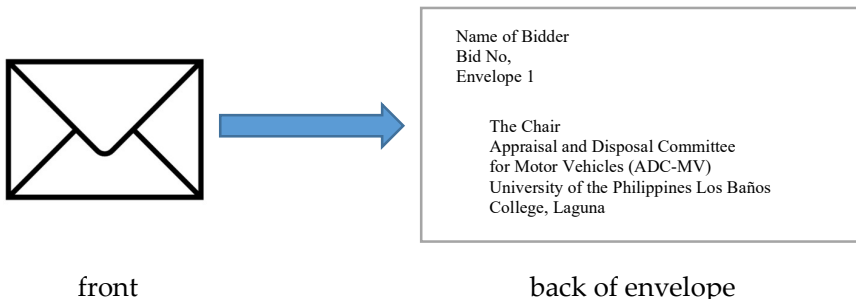
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ANNEX B. 1
SAMPLE SEALED ENVELOPE FORMAT



ANNEX B. 2
PAYMENT OF SALES FOR AUCTION OF UNSERVICEABLE PROPERTIES

- A. Pay at the Cashier's Office (from 8:00 am to 2:00 pm only, Mon to Fri).
- B. On-line Payment
- Instructions:**
1. Go to **Land Bank website** (<https://www.landbank.com/>) and select **Link.Biz Portal feature**.
 2. Click **"Pay Now"**.
 3. Select Merchant by typing University of the Philippines and look for **"University of the Philippines Los Baños"** on the drop-down list.
 4. Click **"Continue"**.
 5. At the **Transaction Type**, there will be a drop down list, select: **Other Revolving Fund** and the desired **Payment Option** (Cash Payment ; Landbank/ATM (should be registered in the IAccess); other forms of payment)*
 6. Fill in the required fields in the displayed information.
 7. For the **"Purpose of payment"** type **"Payment for Lot # ____ of Bid No. ____"**.
(Example: Payment for Lot # 1 of Bid No. UPLB-MV-D-003-22)
 8. For the **"Reference No."** type **9305012**.
 9. Click **"Submit"** and wait for further instructions.
 10. Email a copy of the proof of payment to **SPMO official email address** (spmo.uplb@up.edu.ph) and to hlbenzon@up.edu.ph.
 11. Original copy of the Official Receipt will be obtained from SPMO.

Payment Option:

Cash Payment – you can pay thru 7-11 stores; SM: Palawan Pawnshop; Cebuana Lhuillier; Robinson, Pay & Go, Bayad Center
PCHC Bank members
Etc.