



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 2281 | +63 49 536 2282 | [spmo.uplb@up.edu.ph](mailto:spmo.uplb@up.edu.ph) | [www.spmo.uplb.edu.ph](http://www.spmo.uplb.edu.ph)

APPRAISAL AND DISPOSAL COMMITTEE

**INVITATION TO BID**  
**PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF VARIOUS**  
**UNSERVICEABLE SCRAP MATERIALS AND OTHER FIXED ASSETS**  
**BID NO. UPLB-D-003-24**

The Appraisal and Disposal Committee of the University of the Philippines Los Baños (UPLB) hereby invites all interested parties to participate in the public auction of **three (3) individual lots of various unserviceable scrap materials and other fixed assets under Bid No. UPLB-D-003-24** at SPMO Junkyard, UPLB, College, Laguna (see photos in Annex A). Evaluation and award shall be on a per lot basis. These items will be sold to the highest bidder per lot who will pay in cash.

**Schedule of Activities**

Viewing/ Ocular Inspection: **19 April 2024 (Friday); 9:00 A.M.**

Contact Person: **Mr. Arnold Dao** (SPMO Junkyard)

Contact No. 576 6152

Deadline for Submission: **22 April 2024 (Monday); 10:00 A.M.**

The opening of bids/offers shall immediately follow, and late bids shall not be accepted. The Bid Forms can be downloaded from the SPMO website (<https://www.spmo.uplb.edu.ph/>).

Venue: **SPMO Junkyard, Rambutan Road, UPLB**

**Terms, Conditions, Procedures and Guidelines**

**A. During the Auction**

1. The prospective bidder shall personally bid for the item/s. He / She may authorize a representative to bid on 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.
2. The bidder must submit the following documents enclosed in a sealed envelope with bidder's signature across the flap seam.:
  - I. Sealed Envelope No. 1 (any size)
    - a. copy of Updated Mayor's permit
    - b. copy of BIR Registration
    - c. copy of DTI Registration

*For new bidders, please bring the original documents for validation. Bidders who had already submitted the documents from the previous auctions that are still valid or not yet expired, are no longer required to submit a copy of the above-mentioned documents.*

- II. Sealed Envelope No. 2 (any size)



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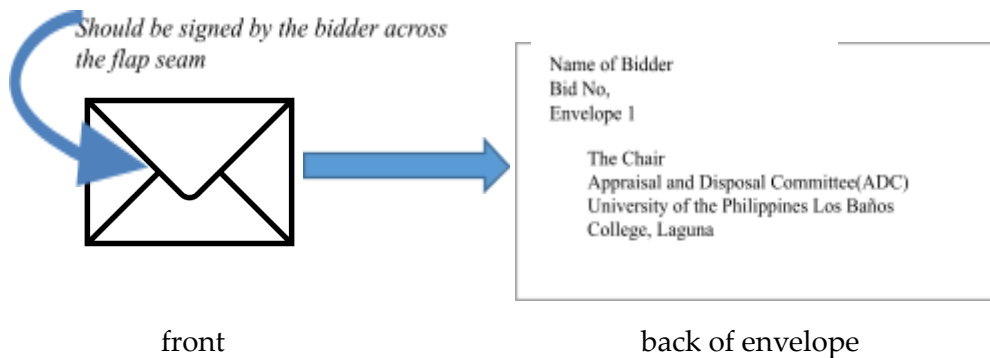
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- a. Properly accomplished and duly signed bid form
- b. Bidder’s Bond in the form of cash in the amount equivalent to at least ten percent (10%) of the Total Bid Offer.

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

The Chair  
Appraisal and Disposal Committee (ADC)  
University of the Philippines Los Baños  
College, Laguna

SAMPLE SEALED ENVELOPE FORMAT



- 3. 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.
- 4. The Bidder can bid for one or more lots. The Bidder with the highest bid price per individual lot 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/ appraised value set by the ADC.
- 5. Payment for the bid bond of awarded item/s shall be paid at the Cashier’s Office (from 8:00 am to 2:00 pm only, Mon to Fri).

B. After the Auction

- 6. The winning bidder shall be issued a Notice of Award (NOA) for the item/s purchased.
- 7. Payment for the awarded item/s shall be paid at the Cashier’s Office (from 8:00 am to 2:00 pm only, Mon to Fri).
- 8. Upon submission of the proof of payment (Official Receipt), the winning bidder shall be issued an Authority to Release/Gate Pass.
- 9. 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



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- 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.
10. 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 SPMO Junkyard and ADC Representatives.
  11. All expenses for the hauling of the unserviceable properties shall be for the account of the winning bidder.
  12. 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. PERCIVAL P. SANGEL**

Chair



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ANNEX A  
VARIOUS UNSERVICEABLE SCRAP MATERIALS  
AND OTHER FIXED ASSETS  
Bid No. UPLB-D-003-24

LOT 1



LOT 2



LOT 3

