



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 | www.spmo.uplb.edu.ph

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



#202408-8KW101

INVITATION TO BID (ITB)
PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF
UNSERVICABLE AND SCRAP MOTOR VEHICLES
BID NO. UPLB-MV-D-08-001-24

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 and scrap motor vehicles under **Bid No. UPLB-MV-D-08-001-24** 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 complying bidder who will pay in cash.

LOT NO.	ITEM DESCRIPTION MAKE AND TYPE	LOCATION
1	TRUCK , Elf Isuzu model 2008 remanufactured axle 4wheeler dumping Hi side Diesel engine Engine#4HF1-511276 Chassis#ENKR-20070339-C Color white/blue Plate#SJN-875	CES TEMPORARY JUNKYARD
2	BUS , Hyundai Universe model 2010 Diesel engine, 6-cylinder Engine#D6ABY028751 Chassis#KMJRJ188PYC906112 Plate#PIQ-757	CES TEMPORARY JUNKYARD
3	COASTER , Hyundai model 2012 County Bus, Diesel engine, 6-cylinder Engine#D4AL1109574 Chassis#KMJHD17LPIC008887 Plate#TQF-201 (with 2 pcs battery)	CES TEMPORARY JUNKYARD
4	MOTORCYCLE , TS 100 SUZUKI Engine#TS1002-211927 Chassis#TS100-103099 Plate#SD-3701	CES TEMPORARY JUNKYARD
5	PICK-UP , Toyota model 1984 diesel engine Engine#0887188 Chassis#LN55-0017964 green color Plate#SDT-259	CES TEMPORARY JUNKYARD
6	BUS , Isuzu model 1986 Diesel engine, 6 cylinder, 45 to 50 seaters Engine#6BD1432819 Chassis#ECR5002509613 Plate#SCV-763	IPB



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 | www.spmo.uplb.edu.ph

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

7	CAR , Toyota Corolla XL model 1986 small body, Sedan, Gas engine, 4 cylinders Engine#2E-1390773 Chassis#EE80-0142009 Plate#SFW-731	IPB
8	TRACTOR , 90HP, Iseki brand, model T9000ENF with 4-disc plow Engine#6881-541601 Chassis#TIEE (with 4 sets inner/outer tires)	IPB
9	MOTORCYCLE , Kawasaki Engine#G7E037835 Chassis#KP-807883 Plate#SB-5963	CES TEMPORARY JUNKYARD
10	TRACTOR , FORD 6610 (DISMANTLED/DISASSEMBLED) SN#BB89799 engine#164010 (Rebid)	IPB

Schedule of Activities:

Pre-Auction Conference: **14 August 2024 (Wednesday), 10:00 AM**
Venue: Ground Floor, Central Experiment Station (CES)
Building (along IPB Road, in front of National Seed
Foundation.

Viewing/ Ocular Inspection: **14 August 2024 (Wednesday), 11:00 AM**
After the pre-auction conference.

Contact Persons: **Mr. Arnold Mamino or Mr. Mark Jayson Aguilando**
Meeting Place: **CES Temporary Junkyard**

Deadline for Submission
of Sealed Envelopes: **20 August 2024 (Tuesday), 9:30 A.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. The sale of the unserviceable scrap motor vehicles 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 **Auction Tender** shall be available starting 08 August 2024, from 8:00 A.M. to 5:00 P.M at the Supply and Property Management Office through **Mr. Arnold F. Mamino**, Appraisal



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 | www.spmo.uplb.edu.ph

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

and Disposal Committee Support Staff. Copy can also 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 auction tenders in sealed envelopes shall be on **20 August 2024 (Tues) at 9:30 A.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 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.
6. The bidder must submit the following documentary requirements enclosed in a sealed envelope with bidder's signature across the flap seam (Annex B):

I. Sealed Envelope No. 1 (any size)

- a. copy of latest and valid Mayor's permit
- b. copy of BIR Registration
- c. copy of DTI/ SEC Registration
- d. duly notarized Special Power of Attorney (if applicable)

For new bidders, please bring the original documents for validation.

II. Sealed Envelope No. 2 (any size)

- a. **Three (3) properly accomplished and duly signed auction tenders**
- b. Bidder's Auction 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., Lot 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

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. **He/She shall submit auction tenders for different lots in separate envelopes. If the buyer is interested in ALL LOTS, the auction tender shall be submitted in only one (1) envelope.**
9. The award shall be given to the highest complying bidder. The offer shall not be less than the minimum bid set by the ADC-MV.
10. Auction bonds of non-winning bidders shall be returned after the announcement of the winning bidder.

C. After the Auction

11. The winning bidder shall be issued a Notice of Award (NOA), and full payment shall be made within five (5) working days from the date of the NOA.
12. The winning bidder's payment for the awarded item/s may either be through Cash or Online (please follow the instructions in Annex C).
13. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond.



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 | www.spmo.uplb.edu.ph

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

14. Upon submission of the proof of payment (Official Receipt), **the winning bidder must submit the list of their authorized staff and photocopy of their valid IDs** prior to the issuance of the **Authority to Transport and Waybill, and Permit for Transport of Materials/Equipment**. Only those persons listed shall be allowed to enter the location, conduct post-inspection, haul, and transport the unserviceable property/ies.
15. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s after full payment of the auction price and **within ten (10) 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. Unjustified 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 forfeiture of the auction bond.
16. 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 ADC-MV Representatives. **The ADC-MV shall implement the “No Appointment, No Hauling” policy.**
17. All expenses incidental to the withdrawal of the unserviceable properties shall be borne by the winning bidder.
18. Guidelines for blacklisting shall be in accordance with the COA-DBM Joint Circular No. 2024-01 dated 30 January 2024: Revised Manual on the Disposal of Government Properties.
19. 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.)
ENGR. LEONIDAS A. CAOILI
Chair, ADC-MV



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 | www.spmo.uplb.edu.ph

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

ANNEX A
TEN (10) LOTS OF UNSERVICEABLE MOTOR VEHICLES
(UPLB-MV-D-08-001-24)

LOT 1: ELF TRUCK



LOT 2: BUS HYUNDAI UNIVERSE



LOT 3: COASTER HYUNDAI COUNTY



LOT 4: MOTORCYCLE SUZUKI



LOT 5: PICK UP TOYOTA



LOT 6: BUS ISUZU





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 | www.spmo.uplb.edu.ph

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

LOT 7: CAR TOYOTA



LOT 8: TRACTOR ISEKI



LOT 9: MOTORCYCLE KAWASAKI



LOT 10: TRACTOR FORD (REBID)





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

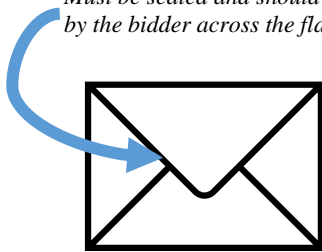
Rambutan Road, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 2281 | +63 49 536 2282 | spmo.uplb@up.edu.ph | www.spmo.uplb.edu.ph

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

ANNEX B
SAMPLE SEALED ENVELOPE FORMAT

Front

*Must be sealed and should be signed
by the bidder across the flap seam*



Back of envelope

Name of Bidder
Bid No. UPLB-MV-D-08-001-24
Envelope 1

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

Name of Bidder
Bid No. UPLB-MV-D-08-001-24
Envelope 2 – LOT # 3

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



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 | www.spmo.uplb.edu.ph

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

ANNEX C
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-08-001-24)
 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 Lhulluier; Robinson, Pay & Go, Bayad Center
PCHC Bank members
Etc.