



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 FOR MOTOR VEHICLES (ADC-MV)

**INVITATION TO BID (ITB)**  
**PUBLIC AUCTION FOR THE SALE AND DISPOSAL OF**  
**UNSERVICEABLE AND SCRAP MOTOR VEHICLES**  
**BID NO. UPLB-MV-D-12-002-24**

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 **thirteen (13) lots** of unserviceable and scrap motor vehicles under **Bid No. UPLB-MV-D-12-002-24** 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	PICK-UP, Toyota Hilux, model 1991 Chassis#YN85-0023385 Engine#2Y-0663721 Plate#OEV-17167	CES TEMPORARY JUNKYARD
2	WONDERBIKE, Yamaha, model L2 Motor#L2-267929K Plate#SA-1843	CES TEMPORARY JUNKYARD
3	CAR, Nissan Sentra, 4D sedan, model 1999 white color Motor#GA16POO1976H Chassis#BAYALHAB14-C51578 Plate#SKC-831	CES TEMPORARY JUNKYARD
4	WAGON, Toyota Tamaraw FX GL, model 1996 Gas, white color Motor#7K-00052259, Chassis#KF52-000470 Plate#SEJ-927 NO ENGINE (BLOCK ONLY)	CES TEMPORARY JUNKYARD
5	PICK-UP, Toyota, model 1972 1C, Blue color Chassis#RN20-007907 Plate#SAA-480, (no engine/ transmission, attach copy of approved letter request)	CES TEMPORARY JUNKYARD
6	JITNEY, Multicab passenger type Suzuki model 2010 Engine#F6A-6304910 Chassis#DC51T-402672 Plate#SKG-592	CES TEMPORARY JUNKYARD
7	WAGON, FORD EVEREST 4X4, M/T Model 2005 Champagne silver color, Motor#WLAT-530874 Chassis#MNCLS4D404W110109 Plate#SJN-961	CES TEMPORARY JUNKYARD



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8	E-BIKE, 350WMAX 900WBATTERY:48V20AH, RANGE:50-60KM SPEED: 24-30KPH (TRANSPORTATION EQ)	CES TEMPORARY JUNKYARD
9	TRACTOR, Kubota L2201 RFX 4 wheel agricultural serial no. 49450 complete accessories Engine Model: 1107-A	ICROPS
10**	MOTORCYCLE, TS 100 SUZUKI, Engine#TS1002-211927, Chassis#TS100-103099, Plate#SD-3701	CES TEMPORARY JUNKYARD
11**	BUS, Hyundai, UNIVERSE, model 2010, Diesel engine, 6-cylinder, Engine#D6ABY028751, Chassis#KMJRJ188PYC906112, Plate#PIQ-757	BIOTECH
12**	BUS, Isuzu, model 1986, diesel engine, 6 cylinder, 45 to 50 seaters; Engine#6BD1432819, Chassis#ECR5002509613, Plate#SCV-763	IPB
13**	CAR, Toyota Corolla XL, small body, Sedan, model 1986, Gas engine, 4-cylinder, Engine#2E-1390773, Chassis#EE80-0142009, Plate#SFW-731	IPB

\*\*Rebid

Schedule of Activities:

Pre-Auction Conference:	<b>26 November 2024 (Tuesday), 10:00 AM</b>
Venue:	Ground Floor, Central Experiment Station (CES) Building (along IPB Road, in front of National Seed Foundation.
Viewing/ Ocular Inspection:	<b>26 November 2024</b> (immediately after the pre-auction conference) to <b>27 November 2024 (9:00 AM to 3:00 PM).</b>
Contact Persons:	<b>Mr. Arnold Mamino or Mr. Mark Jayson Aguilando</b>
Meeting Place:	<b>CES Temporary Junkyard</b>
Deadline for Submission of Sealed Envelopes:	<b>03 December 2024 (Tuesday), 10:00 A.M.</b>
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.



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3. The **Auction Tender** shall be available starting 14 November 2024, 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. 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 **03 December 2024 (Tuesday), 10:00 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.



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

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.
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





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

### ANNEX A THIRTEEN (13) LOTS OF UNSERVICEABLE MOTOR VEHICLES (UPLB-MV-D-12-002-24)

**LOT I**  
**TOYOTA HI-LUX (PICK-UP)**



**LOT II**  
**(WONDERBIKE)**



**LOT III**  
**(NISSAN SENTRA)**



**LOT IV**  
**(TAMARAW FX)**





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

**LOT V**  
(TOYOTA PICK-UP)



**LOT VI**  
(JITNEY-MULTI CAB)



**LOT VII**  
(Ford Everest)



**LOT VIII**  
(E-BIKE)







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**LOT IX**  
(TRACTOR-KUBOTA 2201)



**LOT X**  
(SUZUKI MOTORCYCLE)  
RE-BID



**LOT XI**  
(HYUNDAI BUS)  
RE-BID



**LOT XII**  
(SUZUKI BUS)  
RE-BID





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LOT XIII  
(TOYOTA COROLLA)  
RE-BID







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## 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-12-002-24  
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-12-002-24  
Envelope 2 – LOT # 3

The Chair  
Appraisal and Disposal Committee  
for Motor Vehicles (ADC-MV)  
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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 the 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-12-002-24)
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](mailto:spmo.uplb@up.edu.ph)) and to [hlbenzon@up.edu.ph](mailto: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.