



BIDDING GUIDELINES FOR THE SALE OF DISPOSABLE PROPERTIES

1. SUBJECT AND MANNER OF SALE

- a. The DBP Leasing Corporation (DBP-LC) offers for sale its unserviceable properties (hereinafter called "properties"), more particularly described in Annex "A".
- b. The properties are located in its office at Tower 6 Unit H, Suntrust, Aurora Gardens Condominium, 180 Aurora Blvd, San Juan, Metro Manila.
- c. The sale of the properties shall be through public bidding.

2. ACCEPTABLE BIDDERS

- a. The bidding is open to all interested parties.

3. MINIMUM BID

- a. The minimum bid price is shown in Annex "A".
- b. The sale of the properties shall be strictly on CASH and on an "AS-IS, WHERE-IS" basis.

4. PREPARATION OF BIDS

- a. Interested parties may register with and secure Bidding Guidelines from:

The PROPERTY DISPOSAL COMMITTEE
DBP Leasing Corporation
2nd Floor, Pacific Star Building,
Sen. Gil J. Puyat Ave. cor Makati Ave.,
Makati City
Tel. No. 8894-0265 local 27 or Mobile No. 09209527749
(look for Ms. Liezl U. Palomique)
E-mail Address: lupalomique@dbp-leasing.ph

- b. All bidders shall submit their bids using the attached Bid Tender Form (Annex "B-2").
- c. Erasures or corrections on entries made by the bidder before submitting the bid must be properly counter-signed by the bidder or its authorized representative.
- d. Bidders may submit their bid proposals either in a sealed envelope or via email.

5. BID BOND

- a. Bids totaling ₱5,000.00 and above must be accompanied by a bond in a form of cash or manager's check from a universal or commercial bank, payable to DBP-LC in an amount equivalent to at least 10% of the total bid price.
- b. Bids totaling to ₱5,000.00 and above, submitted without the required bid bond shall be automatically disqualified. Bid bond deposits less than 10% of the bid price shall also be automatically disqualified.
- c. The bid bond deposit of the winning bidder shall be applied as partial payment for the purchase price.
- d. The bid bond deposits of the losing bidders will be returned after DBP-LC has determined the winning bid.
- e. Bid bond deposits shall not earn any interest.
- f. Any of the following events shall cause the forfeiture of the bid bond in favor of DBP-LC:
 - 1) Failure of the winning bidder to pay the full purchase price within the period specified in Section 11 hereof;
 - 2) Failure or refusal of the winning bidder to accept unconditionally the award or to comply with the terms of the award;
 - 3) Withdrawal of the bid after opening, regardless of reason;
 - 4) Material misrepresentation made by the bidder in the Bid Form; and
 - 5) Bidder's violation or failure to comply with any of the terms and conditions of the Bidding Guidelines and/or any of its supplements or amendments.

6. INSPECTION

- a. At their own expense, interested bidders, may conduct prior inspection of the properties from upon request from the Disposal Committee.

7. SUBMISSION OF BIDS

- a. All bids submitted through courier or personal service should be sealed and addressed to:

The PROPERTY DISPOSAL COMMITTEE
DBP Leasing Corporation
2nd Floor, Pacific Sar Building,
Sen. Gil J. Puyat Ave. cor Makati Ave.,
Makati City

Re: Disposable Properties

Bids submitted through emails should be in PDF Form with digital signature/s.

- b. Bidders shall drop the sealed envelopes in the sealed bid box marked and provided for the purpose.
- c. Bids must be submitted **on or before April 13, 2021, 2:00 P.M.** Late bids shall not be accepted.

8. WITHDRAWAL OF BIDS

- a. A bidder may withdraw his/her bid before the opening of bids. His/her bid shall be returned unopened.
- b. A bidder who withdraws his/her offer after the opening of bids shall be automatically disqualified, and the bid bond, if any, shall be forfeited in favor of DBP-LC.

9. OPENING OF BIDS

- a. All bids shall be opened by the Disposal Committee on **April 13, 2021 3:00 P.M. via Google Meet.**
- b. All bids, once opened, shall be signed on every page by the members of the Property Disposal Committee.
- c. Any bid below the minimum bid price, as indicated in Annex A, shall be automatically disqualified.

10. SELECTION CRITERIA

- a. As a general rule, DBP-LC will accept as the winning bidder the highest bid that is equal to or greater than the minimum bid price; provided that the winning bid fully complies with all the terms and conditions of these Bidding Guidelines.
- b. Bids that are not in the prescribed form (e.g. unsigned bids, lower than the minimum bid price) and/or those not accompanied by 10% bid bond, as applicable, shall be considered defective bids and automatically disqualified.
- c. In case of a tie in the highest bids, a second sealed bidding shall be conducted among the tied bidders or subsequently until such tie is broken. New bids shall not be lower than the original bid.
- d. In the event that the highest bidder defaults, or is disqualified for any reason, or voluntarily withdraws his/her bid, DBP-LC may, at its sole discretion, declare the second highest bidder as the winning bid.
- e. Reservation or option on the part of DBP-LC to accept or reject any or all bids.

- f. Unsuccessful bidding shall be declared if 1) There is no bidding participant; b) All bidders failed to comply with the terms and conditions described in the Invitation to Bid; c) Complying bidders failed to meet the minimum bid price.

11. NOTICE OF AWARD

- a. DBP-LC shall issue a Notice of Award to the winning bidder/s.
- b. The winning bidder/s must pay the full amount of their bids (less bidder's bid bond applied as part of payment, as applicable) within five (5) working days upon receipt of the Notice of Award.
- c. Where practicable, DBP-LC may send to the winning bidder a soft copy of the notice of Award. The winning bidders' acknowledgement of receipt of the soft copy (via email or SMS) shall be deemed as his formal acceptance of the Notice of Award.
- d. Failure of the winner to pay the full amount on the due date shall result to the disqualification of the winning bid and automatic forfeiture of the bid bond, as applicable, in favor of DBP-LC.
- e. If the winning bidder is a corporation, the signatory to the bid form must submit the appropriate proof of his authority.

12. CLAIMING OF AWARD

- a. The winning bidder/s shall be allowed to claim/pull-out the won properties only after the bid price is fully paid as evidenced by DBP-LC official receipt. Claims shall be made only during DBP-LC official working hours (8:00 AM to 5:00 PM).
- b. The properties shall be claimed within ten (10) working days after DBP-LC's receipt of the full amount of the bid. Failure the winning bidder/s to claim the unserviceable properties within the stipulated period shall result to the cancellation of the award and forfeiture of his/her payment. Unclaimed properties shall automatically revert to DBP-LC. The DBP-LC shall then have the right to dispose the unserviceable properties.