



INSTRUCTIONS TO BIDDERS

Who may participate in the Public Bidding

- Any person, partnership or corporation with legal capacity compliant with the prescribed rules and regulations may participate in the sale by public bidding, upon presentation of a certified true copy of current business permit.

Cost of Bidding

- The bidder shall bear all costs associated with the preparation and submission of its bid, and the Land Registration Authority (LRA) will in no case be responsible for those costs, regardless of the outcome of the bidding process.

Contents of the Bid Envelope

- The Bid Envelope shall contain the following:
 - Duly notarized Bid Form in triplicate (3) copies** - one (1) original copy and two (2) duplicate copies;
 - Bidder's bond; and
 - Certified TrueCopy of current Business Permit.

Preparation of Bids

- The Bid Envelope must be **sealed** and properly marked as follows:

BIDDING for the Sale of Unserviceable Motor Vehicles

Date : _____
Submitted to : The LRA Disposal Committee - Head Secretariat
LG Floor, Room 03, Property and Supply Section
LRA Building, East Ave. cor. NIA Road, Quezon City
Submitted by : _____
Address : _____
Mobile No. : _____
Email Address : _____

- Bidders must fully comprehend and understand all instructions relative to the sale before submitting their bids. Failure to do so shall be at the bidder's risk.

Bid Amount

- The minimum total bid amount shall be the Total Appraised Value. All bids lesser than this total minimum bid amount shall not be accepted.



Bidder's Bond

- The Bidder's bond must be in the form of cash or cashier's check in an amount equivalent to **PESOS: SIX THOUSAND SIX HUNDRED NINETY-FIVE (PHP 6,695.00)**.
- The Bidder's Bond of the winning bidder shall be considered as partial payment while the bidder's bond of the other bidders shall be released upon receipt of the Notice of Award by the winning bidder.

Signature of Bids

- The person signing on behalf of the partnership or corporation shall submit a board/partnership resolution authorizing him to represent the partnership or corporation.

Withdrawal of Bids

- A bidder may be allowed to withdraw his bid before 09:00 AM of 16 May 2025. His bid shall be returned unopened.

Pre-Bid Conference

- A Pre-Bid Conference shall be held at the 3rd Floor, Finance Conference Room, LRA Building, East Avenue cor. NIA Road, Diliman Quezon City on 09 May 2025 at 10:00 AM, to clarify the terms and conditions of the bid.
- Bidders are encouraged to attend the Pre-Bid Conference. Non-attendance of the Bidder will in no way prejudice its bid, however, the Bidder is expected to know the changes in the Bidding Documents as recorded in the minutes of the Pre-Bid Conference and the Supplemental Bid Bulletin, if any.

Submission and Opening of Bids

- Bids shall be submitted and opened at the 3rd Floor, Finance Conference Room, LRA Building, East Avenue cor. NIA Road, Diliman Quezon City on 16 May 2025 at 09:00 AM, in the presence of bidders and COA Representative.
- Bids shall be signed by the members of the Disposal Committee immediately after it is opened and announced. The Disposal Committee shall examine the bids to determine compliance with the requirements of the bidding. Incomplete bids shall be declared automatically disqualified.

Unsuccessful Bidding

- If the sale thru public bidding is unsuccessful, a rebidding shall be scheduled. Bidding may be declared unsuccessful in any of the following cases:
 - a. There is no bidding participant; and
 - b. All bidders failed to comply with the requirements of the bidding.

- In case of failure of the second bidding, the Disposal Committee may dispose of the unserviceable property through negotiation.

Bid Award

- Award shall be made **per lot**. A bidder shall bid on all items. Omission of bid on any item will be ground for disqualification.
- When two (2) or more complying bidders made identical offers and are found to have submitted the highest bid, draw lots shall be resorted to.
- The Notice of Award shall be issued by the Head of the Agency within five (5) working days upon determination of the winning bidder.

Payment

- Full payment shall be made within fifteen (15) calendar days from the date of receipt of the Notice of Award.
- In case of failure to make the full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bidder's bond in favor of Land Registration Authority (LRA).

Claiming of Award

- Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an Official Receipt. It shall be effected in the presence of the Disposal Committee and witnessed by the COA Representative.
- The LRA Property Officer shall accomplish a Pull-Out Receipt to be signed by the buyer acknowledging receipt of the item/s and witnessed by the LRA guard-on-duty.
- Claims shall be made only during official government working hours.
- Claims shall be made not more than thirty (30) calendar days from the date of receipt of the Notice of Award, otherwise, the award shall be cancelled and the bidder's bond and full payment shall be forfeited in favor of LRA.

These terms and conditions shall form an integral part of the sale in the event an award is made.

Quezon City, Philippines, _____, 2025.


MARIA TERESA P. YANCHA
Director II, Finance Service
Chairperson, Disposal Committee