

# HOW TO JOIN THE RCBC USED CARS SEALED BIDDING

*Joining in the Sealed Bidding is a breeze in just five steps!*

## STEP 1:

### **Conduct your own due diligence on your preferred unit**

Since all vehicle units for sale are on an as-is-where-is basis, it is imperative that you inspect the unit physically at the warehouse before making a purchase. Also check with the Land Transportation Office (LTO) and Highway Patrol Group (HPG) the following:

1. The plate number, car make and model, and color of the unit/s
2. The manufacturing year and last registration date of the unit/s
3. Any apprehension record/penalty/violation with the LTO and HPG
4. That the name of the registered owner of the unit matches the scanned OR/CR
5. Verification that the encumbrance with RCBC is annotated in the registration

## STEP 2:

### **Fill out the Bid Form completely.**

After you have conducted your own due diligence on your preferred unit, fill out the Bid Form found in the attachments. Ensure to fill out all the blanks in the form properly, and sign on the Bid Form and the Rules in Sealed Bidding.

## STEP 3:

### **Settle the reservation fee.**

Pay the reservation fee in cash amounting to PHP 5,000 per bid which must be deposited via Bills Payment at any RCBC branch on or before the deadline of the submission of the sealed bids. For example, if a bidder is bidding for five (5) units, the total amount paid/reflected on the bills payment slip should be PHP 25,000.

For guidance in filling out the Bills Payment Slip, please refer to the Bills Payment Slip Guide in the attachments.

## STEP 4:

**In a sealed envelope, submit your bid and proof of payment of the reservation fee to the address below before 5:00 PM of June 05, 2025.**

- Sealed bids from Luzon and Metro Manila must be sent to ROPA Auto Sales Department at 31/F A. T. Yuchengco Centre, BGC, Taguig City, Metro Manila
- Sealed bids from Visayas and Mindanao must be sent to ROPA Auto Sales Department at 4/F RCBC Escario Bldg., N. Escario St., Brgy. Capitol Site, Cebu City, Cebu

Notes:

1. Your sealed bid must contain the following documents:
  - a. Accomplished and signed bid form (bid with incomplete details will be disqualified)
  - b. Signed Rules in Sealed Bidding
  - c. One (1) original copy of the validated bills payment slip (which serves as your proof of payment of the reservation fee)
2. Make sure that the envelope is sealed properly and has your signature on its flap. Opened envelope or sealed envelope without signature on the flap will be disqualified.
3. You may submit your sealed bid personally or through courier (e.g. LBC) to the ROPA Auto Sales Department (RASD). If it is through courier, please ensure that your sealed bid gets delivered to/received by RASD before 5:00 PM of June 05, 2025.

## STEP 5:

### **Attend the opening of sealed bids on June 06 via Zoom.**

Upon receipt of your sealed bid, you will receive a Zoom link via email from RASD. The Zoom link allows you to witness the live opening of sealed bids on June 06, 2025 at 9:30 AM.

After the opening of the sealed bids, the winning bidder shall be notified via call/SMS and email for further instructions.