



# BID FORM

### INSTRUCTIONS:

1. Fill out the bid form. Complete all the required fields. Any correction needs to be countersigned.
2. Read the Rules in Sealed Bidding on page 2 and 3. Sign on the Bid Form (page 1) and Rules in Sealed Bidding (pages 2 & 3)
3. Place the accomplished Bid Form, Rules in Sealed Bidding and the validated bills payment slips/s inside an envelope. Seal the envelope and sign on the envelope's flap.
4. Submit the sealed envelope containing the accomplished bid form before the deadline to:
  - a. Luzon and Metro Manila: ROPA Auto Sales Department at 31/F A. T. Yuchengco Centre, BGC, Taguig City, Metro Manila
  - b. Visayas and Mindanao: ROPA Auto Sales Department at 4/F RCBC Escario Bldg., N. Escario St., Brgy. Capitol Site, Cebu City, Cebu

**A bid shall be considered void if any of the above instructions is not followed.**

### REQUIRED:

How did you learn about RCBC cars for sale via sealed bidding? Please tick the box(es) that corresponds to your answer.

- |   |  |
|---|--|
| <input type="checkbox"/> Email  | <input type="checkbox"/> Facebook/social media   |
| <input type="checkbox"/> RCBC website   | <input type="checkbox"/> Word-of-mouth (E.g. from a friend, neighbor, colleague, relative, etc.) |
| <input type="checkbox"/> Internet search result                                       | <input type="checkbox"/> Youtube   |
| <input type="checkbox"/> Referred by RCBC employee:<br>(Full name of referrer: _____) | <input type="checkbox"/> Other. Please specify: _____  |

### BIDDER'S DATA:

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email Address: \_\_\_\_\_ Address: \_\_\_\_\_

Please list down the unit/s that you would like to bid. Please note that your bid should not be lower than the minimum/starting bid price of the unit. Otherwise, your bid will be disqualified.

PLATE NO.:	BRAND, VARIANT AND YEAR MODEL: (E.g.: Toyota Fortuner V AT 2017)	YOUR BID:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Bidder's name, signature, and date signed**

## **RULES IN SEALED BIDDING:**

1. All participating bidders are presumed to have seen and inspected the physical and mechanical condition of the unit/s. The bidders are also presumed to have conducted their due diligence on the legal status of the unit/s and have checked the below-listed information with LTO and HPG:
  - The plate number, car make and model, and color of the unit/s;
  - The manufacturing year and last registration date of the unit/s
  - Any apprehension record/penalty/violation with the LTO and HPG;
  - That the name of the registered owner of the unit matches the scanned OR/CR.

The Bank does not make any warranty as to the physical, mechanical and legal condition of the unit/s.
2. For inspection of the vehicle units that are for sale via sealed bidding, the warehouse is open to the public daily from 8:30 AM to 5:30 PM, except on public holidays.
3. In joining the sealed bidding, the bidder agrees to post a 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. The bidder must include in his sealed bid an original copy of the validated bills payment slip as proof of payment. For example, if a bidder is bidding for five (5) units, then the total amount paid/reflected on the bills payment slip should be PHP25,000.
  - The reservation of PHP5,000 shall form part of the total bid price should a unit be awarded to a bidder.
  - In cases of bidders who did not win any unit from the bidding, the amount paid on the reservation shall be refunded to the bidder in full and without interest within thirty (30) banking days from the conclusion of the subject sealed bidding.
  - In case of cancellation of a winning bid by the winning bidder for whatever reason, the winning bidder agrees that the full amount of the reservation fee he posted prior to the commencement of the subject sealed bid shall be forfeited in favor of the Bank by way of liquidated damages and as compensation for lost opportunity to earn income.
  - The above guidelines shall be applicable even in cases of a bidder placing multiple bids and winning multiple bids. The forfeiture shall be applied individually for every winning bid that shall be cancelled by the winning bidder.
4. All sealed bids will be opened at:
  - Luzon and Metro Manila: ROPA Auto Sales Department at 31/F A. T. Yuchengco Centre, BGC, Taguig City, Metro Manila
  - Visayas and Mindanao: ROPA Auto Sales Department at 4/F RCBC Escario Bldg., N. Escario St., Brgy. Capitol Site, Cebu City, Cebu
5. The following are grounds for automatic disqualification to bid:
  - Bid form not sealed in an envelope and/or no signature on the envelope's flap
  - Incomplete details in the bid form
  - Bid amount is lower than the indicated starting bid price
  - No attached original copy of validated bills payment slip
  - Having two or more bids of different bid amounts for the same unit (The bidder should only have one bid per unit).
6. The opening of the sealed bids shall be witnessed by at least one (1) competent officer of the Bank other than those under the Asset Disposition Division (ADD) of the Asset Management and Remedial Group (AMRG), and representatives from Legal and Audit Departments.
7. The bidder with the highest bid, which must be above the Bank's starting bid price, wins.
8. Bids must be made in increments of PHP1,000.00. Any fraction thereof will be rounded off to the nearest thousand.
9. In case of a tie, the tied bidders must submit another sealed bid to break the tie.
  - If none of the tied bidders participate in the re-bid, the unit will be awarded to the next highest bidder automatically.

10. The winning bidder must settle the full payment of the winning bid price for the awarded unit/s within 5 working days from the date of the opening of the sealed bids where he was declared as the winning bidder. In case the bidder fails to comply with this term and condition hereof as approved by the Bank, then the Bank is empowered to forfeit in its favor the full amount of the deposit of the reservation as and by way of liquidated damages and opportunity loss.
11. The following sanctions will be imposed to any bidder who won multiple bids but cancels the purchase of any or all of the units that they won from the sealed bidding:
  - **Forfeiture of the reservation fee of the cancelled winning bid/unit**
  - **Prohibition from joining succeeding bidding events by the Bank** (Rejoining in any event will be subject to approval of the Bank's Management.)
12. RCBC may opt to offer the unit/s to the second highest bidder upon forfeiture of/cancellation by the winning bidder.
13. The Bank has the right to withdraw any unit from the list prior to the opening of the sealed bidding.
14. All units are sold an "as-is, where-is" basis, both as to physical and legal condition.
15. Winning bidders will be notified via email, text and/or call, within the day right after the opening of the sealed bids.
16. Should you have any questions or clarifications, please do not hesitate to contact Mr. Ceferino Malig Jr II at telephone nos. (02) 8894-9000 loc. 7661 and (0918) 990-3805 or Ms. Jessica Enriquez at telephone nos. 8894-9000 loc. 7751 and (0998) 868-1754 during business hours (8:30AM to 5:30PM, Monday to Friday). Such questions and clarifications must be made before a bidder submits his bid. Otherwise, the bidder is presumed to have understood the rules and regulations of the Bank's sealed bidding.

By signing below, I hereby acknowledge that I have completely read and fully understand the RCBC - Rules in Sealed Bidding.

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Signature over printed name of bidder