



Partners Through Generations

**RCBC CAR LOT SALE**

Oct 25-Nov 7, 2024

Bidder's Accreditation No.:

\_\_\_\_\_

Please fill out the form by writing legibly in print and capital letters only.

**BIDDER REGISTRATION FORM**

Name of Bidder:			
<i>Last name</i>	<i>First and second name</i>	<i>Middle Name</i>	<i>Suffix</i>
Bidder's address:			
Bidder's e-mail address:	Bidder's mobile number:	Bidder's landline:	
Name of authorized representative: (if not applicable, write NA)			
<i>Last name</i>	<i>First and second name</i>	<i>Middle Name</i>	<i>Suffix</i>
Authorized representative's address:			
Auth rep's e-mail address:	Auth rep's mobile number:	Auth rep's landline:	
Registered business name: (if not applicable, write NA)		Zoom name: (handle)	
If existing RCBC Depositor, indicate Acct. Name & Number:	<i>Write N/A if not applicable</i>	Branch	<i>Write N/A if not applicable</i>

**Important Notes:**

1. Only registered bidders can join in the RCBC Car Lot Sale on Oct 25-Nov 7, 2024.
2. To register, submit the following requirements before the deadline (5PM; Oct 18, 2024):
  - a. Duly accomplished Bidder Registration Form
  - b. All required documents as listed on page 3 of the Bidder Registration Form
    - *The bidder or his authorized representative must personally submit the registration form and requirements. Please refer to page 3 for where to submit the documents.*
3. Upon submission of the sealed bid/s, registered bidders are encouraged to attend the opening of bids via Zoom, where the winning bidders and their respective winning lots will be announced.
  - a. The Zoom details (schedule and link) will be provided to the bidder upon successful submission of bid.
  - b. The Zoom handle/name of the participating registered bidder should match what is indicated in the registration form that was submitted to RCBC. A bidder using a different Zoom handle/name will be denied entry on Zoom.
  - c. The participating registered bidder may appoint a representative to witness the live opening of bids in case he cannot attend the Zoom session, provided that his representative will use the same Zoom handle/name that he indicated in his registration. (No need to notify RCBC on the appointed representative.)
4. In joining the sealed bidding, the bidder agrees to post a bid bond in cash amounting to PHP 100,000 per lot 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. For example, if a bidder is bidding for ten (10) lots, then there should be 10 validated Bills Payment slips, with each slip amounting to PHP100,000, attached to the bid form. For reference on how to fill out the bills payment slip, please find the Bills Payment Slip format on page 4.
  - The cash bid bond shall form part of the total bid price should a lot be awarded to a lot bidder.
  - In cases of lot bidders who did not win any lot from the bidding, the cash bid bond shall be refunded to the bidder in full and without interest at least forty-five (45) 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 cash bid bond 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.
5. In submitting a sealed bid, please ensure that the following are followed; otherwise, the bid will be automatically disqualified .
- ☑ Bid form is sealed in an envelope and with signature on the envelope flap
  - Complete details in the Bid Form
  - Bid Form and Rules in Sealed Bidding must be signed by the bidder/authorized rep
  - Bid amount is NOT lower than the indicated starting bid
  - Original copy of validated bills payment slip attached to the bid form. For reference on how to fill out the bills payment slip, please find the Bills Payment Slip format on page 4.
  - One bid only on the same lot
6. Bids must be made in increments of PHP1,000.00. Any fraction thereof will be rounded off to the nearest thousand.
7. The bidder with the highest bid (which must be above the bank's starting bid price) wins.
8. Any note or disclaimer made by the bidder on the bid form will not be honored by the Bank.
9. In case of ties, the tied bidders must each submit a sealed bid.
- If none of the involved bidders participate in the re-bid, the lot 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 lot/s within five (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 bid bond as and by way of liquidated damages and opportunity loss. In addition, the following suspension shall be imposed accordingly:
- 1st cancellation: prohibition from joining the next CAR LOT SALE event of the Bank
  - 2nd cancellation: prohibition from joining any auction/sealed bidding activities of the Bank for a period of one (1) year
  - 3rd cancellation: barred from joining any auction/sealed bidding activities of the Bank indefinitely (Rejoining in any event will be subject to approval of the Bank's management).
11. For forfeiture or cancellation of bid by the highest bidder, the forfeited/cancelled lot will be re-awarded to the next highest bidder automatically. Item no. 11 shall also apply to the next highest bidder.
12. The right to purchase a cancelled winning lot sale for the subject auction sale, shall not be given to the next highest bidder if the next highest bidder also cancelled lot sale transaction from this current CAR LOT SALE event.

By signing below, you acknowledge that the information you provided are accurate, and you have completely read and understood the important notes above.

\_\_\_\_\_

Bidder's/Authorized Representative's Name & Signature

\_\_\_\_\_

Date signed

RASD Remarks:

**REGISTRATION GUIDELINES AND LIST OF REQUIREMENTS:**

1. The bidder must register personally by filling out the registration form. In case of a representative on behalf of the bidder, the following requirements must be submitted:
  - o Individual:
    - a. a notarized Special Power of Attorney (SPA)
    - b. valid government ID of the bidder
    - c. valid government ID of the legal representative
  - o Corporation:
    - a. Secretary Certificate
    - b. Valid government ID of the legal representative
  
2. Submit the following requirements:
  - o If employed:
    - a. Customer Relationship Form (CRF) of the Buyer and Signature Card
    - b. 2 valid IDs\* of the Buyer with 3 specimen signature
    - c. Photocopy of the latest ITR or Certificate of Employment with Compensation & Tenure OR latest contract (if employed abroad) Tenure OR Latest contract (if employed abroad)
    - d. Proof of Billing (may be waived if permanent address in CRF is same with the address written on the valid ID submitted)
  - o If self-employed:
    - a. Customer Relationship Form (CRF) of the Buyer and Signature Card
    - b. 2 valid IDs\* of the Buyer with 3 specimen signature
    - c. Business Registration with DTI
    - d. Audited Financial Statement OR ITR
    - e. Bank Statements
    - f. Proof of Billing (may be waived if permanent address in CRF is same w/ the address written on the valid ID submitted)
  - o For Attorney-in-Fact:
    - a. Customer Relationship Form (CRF) and Signature Card
    - b. 2 valid IDs\* of the AIF
  - o For Corporation:
    - a. Customer Relationship Form (CRF) of the Company and the Authorized Signatory/ies and Signature Card of the Authorized signatory/ies
    - b. 1 valid government-issued ID of the Authorized signatory/ies and Corporate Secretary
    - c. Secretary's Certificate OR Board Resolution
    - d. Audited Financial Statement OR ITR
    - e. Latest GIS

**\*LIST OF ACCEPTED/VALID IDs:**

- Passport	-SSS Card
-Driver's license	-Senior Citizen Card
-PRC ID	-OWWA ID
-NBI clearance	-OFW ID
-Police clearance	-GSIS e-card
-Voter's ID	-Improved postal ID with validity

**Where to submit the accomplished registration form and requirements?**

- 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

**HOW TO FILL OUT THE BILLS PAYMENT SLIP (FOR RCBC CAR LOT SALE)**

**Fill out the following fields on the bills payment form:**

DATE: (DATE OF PAYMENT OF BID BOND)

BILLER/COMPANY NAME/ACCOUNT NAME: RCBC

SUBSCRIBER/POLICY HOLDER/CARDHOLDER'S NAME: (NAME OF BIDDER / followed by LOT NUMBER)

*In writing the LOT NUMBER, please follow format below:*

-For units from Luzon, please write "HO" followed by the lot number. E.g.: HO Lot # 1

-For units from Visayas and Mindanao, please write warehouse location followed by the lot number. E.g.: Gensan Lot # 1

Example: JUAN DELA CRUZ / Cebu Lot # 3

*Under Payment Information:*

PAYMENT PURPOSE: CAR LOT SALE or BATCH SELLING OCT 2024 / BID BOND

Example:

The image shows a filled-out RCBC Bills Collection / Deposit Pick-up Agent Collection Slip. The form includes the following fields and entries:

- DATE:** Jun 14, 2024
- BILLER/COMPANY NAME/ACCOUNT NAME:** RCBC
- SUBSCRIBER/POLICY HOLDER/CARDHOLDER NAME:** Bidder's Name: JUAN DELA CRUZ / HO LOT # 2
- PAYMENT PURPOSE:** CAR LOT SALE OCT 2024 / BID BOND
- PAYMENT CURRENCY:** CASH
- TOTAL CASH PAYMENT:** (Blank)
- CHECK SECTION:** Includes checkboxes for OFF-US/MC/OC, LOCAL, REGIONAL, REGIONAL INTEGRATED, and OTHERS. A table for drawing bank and branch details is also present.
- DEBIT ACCOUNT:** Includes fields for ACCOUNT NO. and ACCOUNT HOLDER'S SIGNATURE.