



INVITATION TO BID FOR SALE OF ONE (1) LOT UNSERVICEABLE EQUIPMENT & VEHICLES “AS-IS WHERE-IS BASIS”

BID NUMBER: DENR-NCR 2019-001

DESCRIPTION: ONE (1) LOT UNSERVICEABLE EQUIPMENT & VEHICLE

1. MOTOR VEHICLE (5 UNITS)
2. IT EQUIPMENT
3. OFFICE EQUIPMENT
4. COMMUNICATION EQUIPMENT

MINIMUM BID PRICE: **One Hundred Ninety Three Thousand Thirty Seven Pesos and Sixty-Eight Centavos (P193,037.68).**

BID OPENING DATE: 25 September 2019

BID OPENING TIME: 1:00 P.M.

LOCATION: DENR-NCR National Ecology Center Compound, East Avenue, Diliman, Quezon City

The DENR-NCR is seeking bids to sell assorted unserviceable equipment and vehicles as described above. The bids should be addressed to:

JAN S. BAUTISTA

Chairperson, Regional Disposal Committee
DENR-NCR Building, National Ecology Center Compound
East Avenue, Quezon City

The envelope should be clearly marked “**BID DOCUMENTS ONE (1) LOT UNSERVICEABLE EQUIPMENT & VEHICLE**”. Said bids will be opened in public in the 4th Floor, Conference Hall, DENR-NCR Building, National Ecology Center Compound, East Avenue, Quezon City at the time specified above.

Bids will not be accepted if received after the date and time noted above.

16 September 2019

JAN S. BAUTISTA

Chairperson, Regional Disposal Committee

INSTRUCTIONS TO BIDDERS

A. Inspection of Unserviceable Properties

Unserviceable properties consisting of office and IT equipment, office equipment, communication equipment, motor vehicles and scrap/waste material for sale are available for viewing from September 16 to 25, 2019 at DENR-NCR Building, National Ecology Center Compound, East Avenue, Quezon City.

B. Schedule of Public Bidding

The public bidding shall be conducted on an “as is, where is” on a One (1) Lot Basis by the DENR-NCR Disposal Committee on September 25, 2019 at the 4th Flr. Conference Room.

C. Qualification of Bidders

Individuals, partnership and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the DENR-NCR Disposal Committee.

D. Floor Price

A floor price of the property, has been set in accordance with accounting and auditing rules and regulations in the total amount of **One Hundred Ninety Three Thousand Thirty Seven Pesos and Sixty-Eight Centavos (P193,037.68)**.

E. Submission of Bids and Bid Bonds

1. The bid must be submitted using the company's/firm's or personal letterhead to the DENR-NCR Disposal Committee Secretariat, 3rd Flr., DENR-NCR Building, in a sealed envelope and shall be labelled with the DENR-NCR Disposal Committee, the bidders name, address and contact number.
2. A Bid Bond amounting to **10% of the floor price in the form of Cash**, must be submitted and placed inside the sealed bid envelope. Bid submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.
3. A Tender Box shall be made available where bidders should place their bids; and
4. Deadline of submission of bids is **at 1:00 p.m., September 25, 2019**. Bid submitted beyond said deadline shall not be accepted.

F. Opening of Bids

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 1 DENR-NCR Disposal Committee member and the bidders who chose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. An abstract of Bids shall be prepared by the DENR-NCR Disposal Committee Secretariat for reference.

G. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the DENR-NCR Disposal Committee will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder shall be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

H. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of opening bids or issuance of the Notice of Award, whichever comes earlier;
2. An Official Receipt shall be issued by the DENR-NCR Disposal Committee covering the payment made by the winning bidder; and
3. In case winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

I. Pick-up/Hauling of the Property by the Winning Bidder

1. The winning bidder shall be given five (5) calendar days from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth, so on.

J. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of DENR-NCR in the following instances:
 - a. If the winning bidder refuses the award;
 - b. In case the winning bidder fails to make the payment within prescribed period; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder/s after winning bidder has completed the pick-up/hauling of the properties.

K. Failure of Bidding

Failure of bidding shall be declared in the following instances;

If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, all bids below floor price and, subject to the conditions in Section G.3 and H.3 the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name & Signature of Bidder's Authorized Representative

Position

Date

BID PROPOSAL FORM
BID NO.: DENR-NCR 2018-001

BID FROM:

NAME: _____

COMPANY NAME: _____

TELEPHONE: _____

E-MAIL (OPTIONAL) _____

DESCRIPTION:

ASSORTED UNSERVICEABLE EQUIPMENT & VEHICLES PhP _____

Bid in Writing: _____

This document, in order to be considered a valid bid, must be signed by a principal officer or owner of the company who is submitting the bid. Such signature will attest to the facts that all instructions, general conditions, technical specifications and other documents have been read, understood, and accepted by the bidder.

BY: _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

DATE: _____