



Republic of the Philippines

National Economic and Development Authority

INSTRUCTIONS TO BIDDERS

DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING

(Located at the Old NEDA-Pasig Canteen/Basement)

Attachment to **NPDC-ITBid No. 2014-08-010**

A. Inspection of Unserviceable Properties

Unserviceable properties consisting of office and IT equipment, furniture, fixtures and scrap/waste materials for sale are available for viewing from **August 18 to 29, 2014** at the NEDA sa Pasig, No. 12, J. Escriva Drive, Ortigas Center, Pasig City (NEDA Basement):

B. Schedule of Public Bidding

The public bidding shall be conducted on an "as is, where is" on a **per lot** basis by the NEDA Property Disposal Committee (NPDC) on **August 29, 2014** at the **3rd Flr. Conference Rm. (Infrastructure Staff Area), NEDA sa Pasig**

C. Qualification of Bidders

Individuals, including NEDA employees, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the NPDC.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

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 **Thirty-Four Thousand, Two Hundred Sixty Pesos (PhP34,260.00)**.

E. Submission of Bids and Bid Bonds

1. The bid must be submitted using the **company's/firm's or personal letterhead (see attached Annex A)** to the NPDC Secretariat, AMD, 2nd Flr., NEDA sa Pasig, in a sealed envelope and shall be labeled with the **NPDC-ITBid No., the bidder's 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. Bids 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 **12:00 p.m., August 29, 2014**. Bids 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 NPDC 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 NPDC Secretariat for reference.

G. Awarding of Bids

1. Award shall be made to the highest bidder;