



Republic of the Philippines

National Economic and Development Authority

INVITATION TO BID

NPDC-ITBid No.: **2016-09-005**

Date : Sep. 26, 2016


Dear Sir/Madam:

Please quote your offer price for the junked properties consisting of steel trusses, fluorescent fixtures, scrap metals/wood and used tires, and submit your proposals printed preferably in your company's/firm's or personal letterhead with your name, signature, company name (if any), address and contact numbers. Submit the duly accomplished proposals on or before **October 07, 2016, 12:00 p.m.** Place your proposals in a sealed envelope with the ITBid No. above, your name, address and contact numbers. Unsigned proposals, proposals below the floor price and those without the corresponding bid bond shall be rejected.

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) NEDA reserves the right to accept or reject any or all bid, including that of a single eligible bid, and to annul the bidding process at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For details, please see attached Instructions to Bidders (ITB).

Very truly yours,


RUBEN S. REINOSO, JR.
Assistant Director-General and
Chairperson, NPDC



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INSTRUCTIONS TO BIDDERS (ITB) Disposal of Junked Properties

A. Inspection of Junked Properties

The junked properties for sale consisting of steel trusses, fluorescent fixtures, scrap metals/wood and used tires are available for inspection/viewing until **October 07, 2016** at the NEDA sa Pasig Bldg., No. 12 Saint Josemaria Escriva Drive, Ortigas Center., Pasig City.

B. Schedule of Public Auction

The public auction shall be conducted **by lot** and on "as is, where is" basis by the NEDA Property Disposal Committee (NPDC). Schedule of opening of bids is on **October 07, 2016** at the **DIOC, Ground Floor, NEDA sa Pasig.**

C. Qualification of Bidders

Individuals, including NEDA employees, partnerships and/or corporations are qualified to participate in the public auction, 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

The floor price of the properties has been set in accordance with accounting and auditing rules and regulations.

E. Submission of Bids

1. The bid should 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**. The NPDC shall not be responsible for any tampering of bids that were not sealed;
2. A Bid Bond amounting to **Twelve Thousand Pesos (PhP12,000.00)** 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 rejected.
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., October 07 2016**. Bids submitted beyond said deadline shall not be accepted.

F. Modification and Withdrawal of Bid

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the NPDC prior to the deadline of submission of bids;
2. A bidder may, through the attached Withdrawal Slip (WS), withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the WS is received by the NPDC Secretariat prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for same; and
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

G. 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. An Abstract of Bids shall be prepared by the NPDC Secretariat for signature of the NPDC members and approval of the Head of the Agency or his authorized representative.

H. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the NPDC 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, the next highest bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award SHALL BE REQUIRED TO PAY THE DIFFERENCE BETWEEN SAID BIDDER'S AND THAT OF THE NEXT HIGHEST BIDDER, shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to NPDC's other courses of action and remedies open to it.

I. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of receipt of the Notice of Award;
2. Payment through salary deduction, in case of winning bidders from NEDA, shall not be allowed;
3. An Official Receipt shall be issued by the NPDC/NEDA covering the payment made by the winning bidder; and
4. In case the 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.

J. Pick-up/Hauling of the Properties 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 properties;
2. Expenses incidental to the pick-up/hauling of the properties shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the properties within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

K. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of NEDA in the following instances:
 - a. if the winning bidder refuses to accept the award;
 - b. in case the winning bidder fails to make the payment within the 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 the winning bidder has completed the pick-up/hauling of the properties.

L. Failure of Bidding

Failure of bidding shall be declared in the following instances:

If prospective bidders are declared ineligible, no bid is received, all bids fail to comply with the bid requirements, all bids are below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required.

CONFORME:

Name & Signature of Bidder/Authorized Representative

Position

Date

For inquiries, please contact Mr. Rommel M. Enagan or Mr. Apollo G. Sison at Tel. Nos. 631-09-45 local 208 or at 633-15-61.