



Republic of the Philippines

## National Economic and Development Authority

INSTRUCTIONS TO BIDDERS  
Attachment to **NPDC-ItBid No. 2014-09-011**

### **DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING** (Located at the NEDA sa Quezon City)

#### **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 **September 12 to 26, 2014** at the NEDA sa QC, EDSA, Quezon City:

#### **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). Schedule of opening of bids is on **September 26, 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 **Seventy-Six Thousand, Two Hundred Pesos (PhP76,200.00)**.

#### **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, 2<sup>nd</sup> 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 **PhP7,620.00** 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 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., September 26, 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;