



Republic of the Philippines

## National Economic and Development Authority

### INVITATION TO BID

NPDC-ITBid No. : **ITBid 2014-10-012**

Date : October 15, 2014

Dear Sir/Madam:

Please quote your offer price in the item/s indicated below and submit your proposals printed 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 30, 2014, 12:00 p.m.** Place your proposals together with the bid bond amounting to **PhP10,000.00** 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 disqualified

Item Name/Description	Floor Price	Location
One (1) Lot Unserviceable properties consisting of Aircon Units furniture/fixtures and scrap/waste materials	PhP80,500.00	NEDA sa Pasig-west wing/Various Floors

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 bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

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

Very truly yours,

  
**RUBEN S. REINOSO, JR.**

Assistant Director-General and  
Chairperson, NPDC



Republic of the Philippines

## National Economic and Development Authority

INSTRUCTIONS TO BIDDERS  
Attachment to **NPDC-ITBid No. 2014-10-012**

### **DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING** (Located at the NEDA sa Pasig-West Wing/Various Floors)

#### **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 **October 17 to 30, 2014** at the NEDA sa Pasig:

#### **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 **October 30, 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 **Eighty Thousand Five Hundred Pesos (PhP80,500.00)**.

#### **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 **PhP10,000.00** 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 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., October 30, 2014**. 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 a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the NPDC prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; 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. 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.

#### 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 HIS BID 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 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
5. 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 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 bids are 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's Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

For inquiries, please contact Mr. Rommel M. Enagan or Ms. Ma. Theresa B. Naco at Tel. Nos. 631-09-45 locals 208 and 209 or 633-15-61.

# Bidder's Company or Personal Letterhead

(with address and contact number)

## The NEDA Property Disposal Committee

Submitted herewith is my bid proposal in response to NPDC-ItBid No. 2014-10-012 dated October 15, 2014:

Item Name/Description	Floor Price	Bid Price
One (1) Lot Unserviceable properties consisting of Aircon Units furniture/fixtures and scrap/waste materials	PhP80,500.00	

It is understood that NEDA reserves the right to accept any bid, including that of a single eligible bid, waive any minor deviation in the bid which will not materially affect the substance of the bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instructions to Bidders.

Very truly yours

Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name, if any: \_\_\_\_\_

Address : \_\_\_\_\_

: \_\_\_\_\_

e-mail : \_\_\_\_\_

Tel./Fax : \_\_\_\_\_

TIN : \_\_\_\_\_