



Republic of the Philippines

## National Economic and Development Authority

### INSTRUCTIONS TO BIDDERS/TERMS OF REFERENCE **Disposal of NEDA sa Quezon City Properties**

#### **A. Scope of Work/Property for Disposal**

The disposal of the property at the NEDA sa Quezon City compound consisting of steel casement windows, roofing sheets, steel trusses, electrical wires/fixtures and the like, shall be conducted through public auction on an "as is, where is" basis, consisting of Buildings A, B, C, D, E, G, H, J and K (see attached picture). Building "F" is excluded from the public auction.

The cost of labor and materials and equipment to dismantle/remove/haul the properties attached to the buildings, shall be shouldered by the winning bidder. It is understood that appropriate safety and accepted engineering standards of practice shall be exercised and complied with by the winning bidder.

#### **B. Inspection of the Property**

The property located at the NEDA sa Quezon City Complex, EDSA, Quezon City can be inspected by prospective bidders from **Aug. 3-14, 2015**.

#### **C. Pre-bid Conference**

The NEDA Property Disposal Committee (NPDC) shall hold a pre-bid conference on **August 07, 2015 at 12:00 noon** at the **DIOC Conference Rm., Ground Floor, NEDA sa Pasig** which shall be open to all interested parties with written authorization from their President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for in behalf of the latter.

#### **D. Schedule of Public Auction**

The schedule of opening of bids to be conducted by the NPDC is at **1:00 p.m., August 14, 2015** at the **DIOC, Ground Floor, NEDA sa Pasig**.

#### **E. Qualification of Bidders**

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of the following documents:

1. Valid Business Permit
2. BIR (VAT/Non-VAT) Registration Certificate
3. SEC/DTI/CDA Registration

Duly authorized representative/s 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.

## F. Floor Price

A floor price of the property has been set in accordance with accounting and auditing rules and regulations amounting to **PhP252,500.00**.

## G. 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 and written in bold letters **"Bidding for the NEDA sa QC Property"**. The **bidder's name, address and contact number** shall also be indicated.
2. A Bid Bond amounting to **Fifty Thousand Pesos (PhP50,000.00)** 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., August 14, 2015**. Bids submitted beyond said deadline shall not be accepted.

## H. Contents of the Bid Envelope

The bid envelope shall contain a **single bid price for the whole lot in figures and in words**, the **Bid Bond** and **the qualification documents enumerated in item D** of this Instructions to Bidders. Bid tenders with option/s shall be disqualified.

## I. 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, 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.

## J. 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.

## K. Evaluation/Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of discrepancies between bid price in figures and in words, the latter shall prevail;
3. As provided for in item K.2 of the Manual on the disposal of government property, **when two (2) or more highest bidders made identical offers, public auction viva voce between those who made identical bids shall be resorted to at a price not less than the offered bids** to determine the winning bidder; and
4. If the winning bidder refuses to accept the award, he/she 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.

## **L. 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 shall be blacklisted and shall not be allowed to participate in future biddings.

## **M. Removal/Dismantling/Hauling of the Property by the Winning Bidder**

1. Dismantling/Removal/Hauling of the properties shall be undertaken on **September 1 to 30, 2015**.
2. Expenses incidental to the hauling of the property shall be borne by the winning bidder.

## **N. 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.

## **O. Failure of Public Auction/Bidding**

Failure of public auction shall be declared in the following instances:

1. All prospective bidders are declared ineligible;
2. Only 1 bid or no bid is received;
3. All bidders fail to comply with the bidding requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award;
6. The winning bidder fails to make the payment as required.

In case of failure of the second auction/bidding, the NPDC may dispose of the property through negotiation.

## **CONFORME:**

|   |                   |               |
|---|-------------------|---------------|
| _____<br>Name & Signature of Bidder's Authorized Representative | _____<br>Position | _____<br>Date |
|---|-------------------|---------------|

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