



Republic of the Philippines

National Economic and Development Authority

INSTRUCTIONS TO BIDDERS (ITB) Disposal of Used Properties (Furniture and Fixtures)

A. Inspection of Used/Unserviceable Properties

The used/unserviceable properties for sale are available for inspection/viewing until **April 8, 2016** at the NEDA sa Pasig Building, No. 12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City.

B. Schedule of Public Auction

The public auction shall be conducted on a **by item** and "as is, where is" basis by the NEDA Property Disposal Committee (NPDC). Schedule of opening of bids is at **2:00 p.m., April 8, 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 preferably 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 premature opening and/or tampering of bids that were not sealed;
2. A Bid Bond **for each** of the used/unserviceable item amounting to **Fifty Pesos (PhP50.00)** 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., April 8, 2016.** Bids submitted beyond said deadline shall not be accepted.

F. Modification and Withdrawal of Bid

1. A bidder may modify the 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 Withdrawal Slip (WS), withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the WS (see attached) 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 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; and

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 used/unserviceable 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 used/unserviceable properties;
2. Expenses incidental to the pick-up/hauling of the used/unserviceable properties shall be borne by the winning bidder; and
5. In case the winning bidder fails to complete the pick-up/hauling of the used/unserviceable 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 bids are received, all bids fail to comply with the bid requirements, all bids is 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 Mr. Reynaldo M. Anarna at Tel. Nos. 631-09-45 local 208 or at 633-15-61.