



DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE - CORDILLERA ADMINISTRATIVE REGION

55 First Road, Quezon Hill, Baguio City

NOTICE OF INVITATION TO BID

The Office of Civil Defense – CAR (OCD-CAR), through its Disposal Committee, invites all interested parties to submit sealed proposals for the disposal of various unserviceable equipment through public auction on “AS IS WHERE IS” basis.

LOT NO.	ITEMS DESCRIPTION	MINIMUM BID
1	One (1) lot unserviceable equipment consisting of office equipment, ICT equipment and communication equipment.	Php 5, 050.00

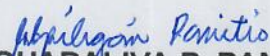
The schedules of activities are as follows:

ACTIVITIES	SCHEDULE
Inspection of unserviceable equipment	October 10 - 14, 2020 / Office of Civil Defense CAR, #55 1 st Road Quezon Hill, Baguio City
Issuance of Bid Documents (Bid Forms and Terms and Conditions)	October 10 - 14, 2020 / Office of Civil Defense CAR, #55 1 st Road Quezon Hill, Baguio City
Submission of Bids	October 10 - 14, 2020 / Office of Civil Defense CAR, #55 1 st Road Quezon Hill, Baguio City
Opening of Bids	October 15, 2020 at 8:30 AM, OCD-CAR Conference Room

For further inquiries and issuance of bidding documents, interested parties may see or call Mrs. Guadaliva Panitio, Chairperson, Disposal Committee, Office of Civil Defense-CAR #55 1st Rd. Quezon Hill, Baguio City with telephone no. (074) 444 5298.

The OCD-CAR reserves the right to reject any or all bids, to waive any defect/s or informality of the bids received, to accept the bid most advantageous to the OCD-CAR, and do not guarantee that an award will be made. The decision of the OCD-CAR BAC shall be final and binding.

Approved by:


GUADALIVA P. PANITIO
Chairperson, OCD-CAR Disposal Committee





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TERMS AND CONDITIONS

DISPOSAL OF UNSERVICEABLE EQUIPMENT AND SCARP/WASTE MATERIALS

1. INSPECTION OF UNSERVICEABLE PROPERTIES

Unserviceable properties consisting of office equipment, ICT equipment and communication equipment are available for viewing from October 10 - 14, 2020 at #55 1st Road Quezon Hill, Baguio City.

2. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on an "as is, where is" on a per lot basis by the OCD-CAR Disposal Committee on October 15, 2020 at the OCD-CAR Conference room

3. QUALIFICATION OF BIDDERS

Individuals, partnerships and or corporations are qualified in the bidding, subject to submission of qualification documents, as may be required by the OCD-CAR. Duly authorized representative if any, shall submit a certification issued by the president, general manager, board owner, of the firm, as may be applicable authorizing him or her to speak and submit bids on behalf of the latter.

4. 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 **Five Thousand Fifty Pesos (Php 5,050.00)**.

5. SUBMISSION OF BIDS AND BONDS

- a. Bid tender and bid bond amounting to 10% of the total bid offer in the form of cash must be submitted and placed inside the sealed envelope. Bids submitted below the floor price and or without the corresponding bid bond shall be disqualified.
- b. A Tender box shall be made available where bidders should place their bids
- c. Deadline of submission of bids is at 5 PM October 14, 2020. Bids submitted beyond said deadline shall not be accepted.

6. OPENING OF BIDS

- a. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at Disposal Committee and bidders
- b. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids
- c. An abstract of canvass for bids shall be prepared by the OCD-CAR secretariat for reference.

7. AWARDING OF BIDS

- a. Awarding shall be made to the highest bidder.
- b. In case of a tie, the OCD will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder, and
- c. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid.





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8. PAYMENT

- a. Onetime payment in cash shall be made within five calendar days from the date of opening of bids or issuance of notice of award
- b. An official receipt shall be issued by the OCD-CAR covering the payment made by the winning bidder
- c. In case the winning bidder fails to make payment within fifteen (15) calendar days upon receipt of notice of award, said bidder will be revoked/cancelled.

9. PICK UP HAULING OF THE UNSERVICEABLE EQUIPMENT

- a. Upon payment of the full price, the winning bidder shall be the recipient of the unserviceable equipment and is required to remove, haul, withdraw the same within five (5) calendar days.
- b. All cost and incidental expenses incurred in hauling of the unserviceable equipment shall be shouldered by the winning bidder
- c. In case the winning bidder fails to complete the pickup of the unserviceable equipment within the prescribed period the award shall be revoked. the next highest bidder shall be awarded

10. FORFEITURE / RETURN OF THE BID BOND

- a. The bid bond shall be returned to the concerned bidder after the winning bidder has completed the pickup and hauling of unserviceable equipment.

11. FAILURE OF BIDDING

- a. If prospective bidders are declared ineligible, lone bidder, no bids received, all bids fail to comply with the bids requirement, all bids below the floor price and subject to the condition when the winning bidder refuses to accept the award, a failure of bidding will be declare.

CONFORME

Name and Signature of Bidder

Position

Date

Noted by:

Guadaluva Panitio
GUADALIVA P. PANITIO

Chairperson, OCD-CAR Disposal Committee





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BID PROPOSAL

GUADALIVA P. PANITIO
Chairperson Disposal Committee
Office of Civil Defense-CAR
#55 1st Road, Quezon Hill
Baguio City

Ma'am:

After having carefully read and accepted the terms and conditions, I have the honor to tender my bid for the purchase of OCD-CAR unserviceable equipment and scrap materials on an "AS IS WHERE IS BASIS" as described below:

ITEM NO.	ITEMS DESCRIPTION	MINIMUM BID
1	One (1) lot unserviceable equipment consisting of various office equipment, ICT equipment and communication equipment.	
Amount in words:		
Amount of Bid Bond:		

Very truly yours,

Name of Bidder
(Signature over Printed Name)

Address and Contact No.

