



**INVITATION TO BID
(Public Auction)**

1. The Bureau of Agricultural and Fisheries Engineering (BAFE), through its Disposal Committee, with office address at the BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City, invites all interested parties to bid for the sale of **Unserviceable Properties consisting of ICT Equipment and Other Materials / Waste Materials** on "AS IS, WHERE IS" basis, as indicated below:

LOT	ITEM / DESCRIPTION	LOCATION	FLOOR PRICE
1	One (1) Lot Unserviceable Properties consisting of ICT Equipment	Bafe Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City	8,781.88
2	One (1) Lot Other Materials including Waste Materials		4,063.20

2. A complete set of Bidding of Documents may be obtained by prospective bidders on January 04-10, 2023 (8:00 am to 5:00 pm) to January 11, 2023 (8:00 - 10 am), except weekends or holidays at the office of the Admin and Finance Division - General Service Section (AFD-GSS), upon payment of a non-refundable fee of **Three Hundred Pesos (Php 300.00) for Lot 1 and Two Hundred Pesos (Php 200.00) for Lot 2** at the AFD-Cashier Section. All bids must be accompanied by bid security. Late bids shall not be accepted.
3. Sealed bids in the prescribed form shall be received by the Chairperson of the Disposal Committee thru the Secretariat no later than **January 11, 2023, 10:00 am**. Bids submitted after 10:00 am on January 11, 2023 shall not be accepted.
4. Bid opening shall be on **January 11, 2023, at 10:30 am** at the **BAFE Conference Room, Sugar Center, Annex II Building Extension, North Avenue, Diliman Quezon City**.
5. Viewing and inspection of the unserviceable properties by the prospective bidders shall be from **January 9-10, 2023, 9:00 am - 4:00 pm**.
6. Additional information or request for inspection prior to the scheduled submission and opening of bids may be requested at the Disposal Committee, General Service Section with Telephone No. (02) 8294-9741.
7. The Bureau of Agricultural and Fisheries and Engineering (BAFE) reserves the right to reject any or all bids, waives any defects therein, and accepts the offer most advantageous to the Bureau.

ENGR. JUANA T. TAPEL
Chairperson, BAFE Disposal Committee

INSTRUCTION TO BIDDERS

DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING

A. INSPECTION OF UNSERVICEABLE PROPERTIES

Unserviceable Properties consisting of ICT Equipment and Other Materials including Waste Materials for sale are available for viewing from **January 9-10, 2023** at the **BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Prospective Bidders are urged to observe the minimum health protocols.

B. SCHEDULE OF PUBLIC BIDDING

The Public Bidding shall be conducted on an "AS IS, WHERE IS" on a per lot basis by the BAFE Disposal Committee on **January 11, 2023, at 10:30 am** at the BAFE Conference Room, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.

C. QUALIFICATION OF BIDDERS

Individuals, partnerships, and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the BAFE Disposal Committee.

D. SUBMISSION AND OPENING OF BIDS

1. Bidders shall prepare their bids using the Prescribed Price Quotation Form specified in this Bidding Documents. Each bidder must submit **three (3)** separate sealed bid envelopes marked as "**Original**" and "**Copy 1 and 2**". In case of discrepancy among the copies, the original shall govern.
 - a. First (1st) Envelope
 - i. Duly signed Instruction to Bidders
 - ii. Bidder's Inspection Certificate from BAFE-AFD-GSS
 - iii. Affidavit of Authenticity of Documents
 - b. Second (2nd) Envelope
 - i. Corresponding Bid Bond
 - ii. Bidder's proposal in the prescribed Price Quotation Form
2. The bid should be sealed and addressed properly and correctly. Erasures or interlineations should be avoided or duly initialed by the bidder.
3. The bidder's proposal shall contain the following:
 - a. Fully-Accomplished Bid Form (Part I – Price Quotation Form and Annex A)
 - b. Bid Bond per lot in the form of cash, manager's check or cashier's check acquired from the reputable bank where the area where the bidding is to be held should be at least **10% of the minimum floor price or equivalent to 10% of the bidder's bid price;**
 - c. Photocopy of the bidder's latest and valid Mayor's/Business Permit; In case of submission of the expired permit, the Official Receipt will be accepted as proof that the bidder has applied for the renewal of the Mayor's/Business Permit; and

The Bid Price offered must be on an individual "Lot" Basis. A bidder can bid on any single lot or all lots.

The bid should be properly signed and submitted to the Chairperson of the Disposal Committee thru the Secretariat, in a sealed envelope with the description of the items/lots, bidder's name, address, contact number and email address.

Deadline for submission of bids is **January 11, 2023, at 10:00 am**. Bids submitted beyond the said deadline shall not be accepted.

4. Bid opening shall be on **January 11, 2023, at 10:30 pm** at the BAFE Conference Room, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.

E. BID BOND

Bid Bond per lot shall accompany the bid or is presented at the time of the opening of bids, shall be required from each bidder, and should be at least 10% of the minimum bid price set by the Bureau.

Bid Bonds should be in the form of cash, manager's check or cashier's check acquired from a reputable bank within the area where bidding is to be held.

F. DEFECTIVE BIDS

At the time of opening of bids, a bid shall be considered defective in any case of the following cases: (a) not properly sealed and signed as required in Section D.1; (b) not properly marked as required in Section D.1; (c) not properly filled-out form (e.g. unsigned bids); (d) not accompanied or guaranteed by a Bid Bond; (e) with insufficient Bid Bond; (f) not accompanied by a duly accomplished Bidder's Inspection Certificate or Sworn Statements; (g) with validity period less than that required; or (h) lacking in any of the documents required in Section D.

G. WITHDRAWAL OF BIDS

1. A bidder may be allowed to withdraw their Bid before the time of opening of bids. A such bid shall be returned unopened.
2. After the opening of bids has commenced, no bidder shall be allowed to withdraw their offer.

H. RESERVATION CLAUSE

The BAFE reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as may be considered most advantageous to its interest, with any obligation on the part of the BAFE to explain the reasons thereof.

I. AWARDING OF BIDS

1. The award shall be made to the highest complying bidder;
2. In case of a tie, the BAFE Disposal Committee will resort to non-discretionary criteria (toss a coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, the said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, and so forth and so on.
4. In case of deferment of award, a temporary receipt shall be issued by the agency to acknowledge submission of bid tenders. Once the Disposal Committee completes its deliberations and determines the winning bidder, bid bonds of losing bidders shall be returned upon presentation of the receipt immediately after awarding of the winning

bidder. Deferment of award shall not exceed (5) working days from date of opening of bids.

J. PAYMENT

1. One-time payment in cash shall be made within five (5) working days from the date of the Notice of Award;
2. An Official Receipt shall be issued by the BAFE covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the government and shall be awarded to the next highest bidder, and so on and so forth.

K. PICK-UP HAULING OF THE PROPERTY BY THE WINNING BIDDER

1. The winning bidder shall be given **ten (10) working days** from the receipt of the Notice to Proceed, to pick up and haul the property;
2. No partial pick-up or hauling
3. Expenses incidental to pick-up/hauling of the property shall be shouldered by the winning bidder; and
4. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/canceled. The next highest bidder shall be awarded the bid, and so forth and so on.

L. FORFEITURE / RETURN OF THE BID BOND

1. The Bid Bond shall be forfeited in favor of BAFE in the following instances:
 - a. If the winning bidder refuses to accept the award;
 - b. In case the winning bidder fails to make 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 bidders/ after the winning bidder has completed the pick-up/hauling of the properties.

M. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

1. If prospective bidders are declared ineligible;
2. No bids are received;
3. All bids fail to comply with the bid requirements/terms and conditions;
4. All bids are below the floor price; and
5. If only one bidder submitted a bid tender for each lot and the winning bidder fails to make the payment on time.

Conforme:

Name and Signature of Bidder's Authorized Representative

Position

Complete Business Address

Tax Identification Number

Mobile Number/ Telephone Number/Email Address

Date

(Letter of the Bidder)

PRICE QUOTATION FORM

Date

ENGR. JUANA T. TAPEL
 Chairperson, Disposal Committee
 Bureau of Agricultural and Fisheries Engineering (BAFE)

Sir/Madam:

In response to your Invitation to Bid (IB) and in accordance with the stipulations of the Instructions to Bidders (ITB) and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

PARTICULAR	QTY	FLOOR PRICE
LOT 1 – One (1) Lot Unserviceable Properties consisting of ICT Equipment		
TABLET, SAMSUNG GALAXY 4, 7.0 3G	1	8,781.88
Tablet, SONY XPERIA Z SGP321	1	
Laptop, Apple MGX72ZP/A Macbook	3	
Laptop, Apple Macbook Pro	1	
Laptop, Apple Macbook Pro 13"	1	
LAPTOP, ACER TRAVELMATE P2	2	
LAPTOP, DELL LATITUDE E5440 INTEL CORE I7-4600U	1	
Desktop, ACER Veriton X4630G, Monitor, ACER 21.5"	1	
Laptop, Lenovo G40-80	1	
PRINTER, HP OFFICEJET 7110 WIDE FORMAT	1	
PC CPU, ACER Aspire M5 100	1	
LOT 2 – One (1) Lot Other Materials including Waste Materials		
Wheel Tire, 225/70R/17C	14	4,063.20
Battery, 3SM	2	
Battery	1	
Tail Light	2	
Wiper Blade	3	
Oil Filter	6	
Brake pad	1	
Condenser	1	
Bulb Fog Lamp	1	
Shock Rear	2	
Pressure Plate	1	
Release Bearing	1	
Pilot Bearing	1	
Clutch Disc	1	

Summary of Quotation:

LOT 1 - One (1) Lot Unserviceable Properties consisting of ICT Equipment	
Offered Amount	
Amounting of Price Offer (Philippine Peso)	Php _____
Amounting of Price Offer (Amount in Words)	
LOT 2 - One (1) Lot Other Materials including Waste Materials	
Offered Amount	
Amounting of Price Offer (Philippine Peso)	Php _____
Amounting of Price Offer (Amount in Words)	

I/We have seen and inspected the above items and my bid is based on my own estimate. Enclosed is the required Bid Bond in the amount of Php _____ which is equivalent to ten percent (10%) of my total bid price.

I/We agree that in the event I/we are awarded the contract, our bond shall be converted into and considered as a down payment, and the difference between such down payment and my/our bond, if any, shall be paid in the form of cash, manager's check or cashier's check acquired from the reputable bank where the area where the bidding is to be held, within five (5) working days from receipt of the Notice of Award.

I/We agree that in case of unjustifiable refusal and/or failure on my/our part to accept the award or to pay the balance of the award price within the above specified time or to comply with the bid conditions of the contract, my bid bond posted shall be forfeited in favor of the BAFE.

Signed this _____ day of _____, 2022.

Name and Signature of Bidder's Authorized Representative

Position

Complete Business Address

Tax Identification No.

Mobile No./ Telephone No./Email Address

Affidavit of Authenticity of Documents

REPUBLIC OF THE PHILIPPINES)
CITY OF _____)

I, _____, of legal age, single/married are residing at _____, after being sworn in accordance with law, do hereby depose state that:

1. Each document submitted for the satisfaction of the bidding requirements for the disposal of the following unserviceable properties, to wit:

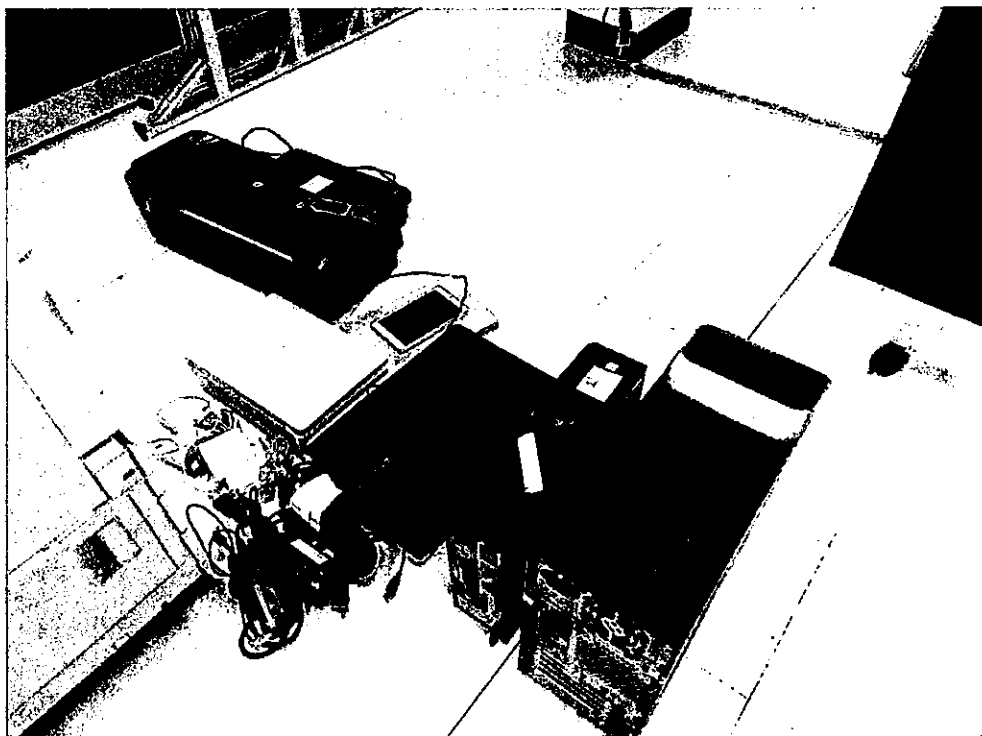
ITEM / DESCRIPTION	LOCATION
Lot 1 - One (1) Lot Unserviceable Properties consisting of ICT Equipment	BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
Lot 2 - One (1) Lot Other Materials including Waste Materials	

2. Any alteration on document/s submitted will result in my disqualification from the bidding;
3. That I will abide by the relevant auditing, accounting and commission policies and rules on disposal, including COA Circular No. 89-296 dated January 27, 1989;

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2023 in _____ in the Municipality of _____, Province / City of _____, Philippines.

Signature of Affiant

I. ICT EQUIPMENT



II. MOTOR VEHICLE SPARE PARTS

