

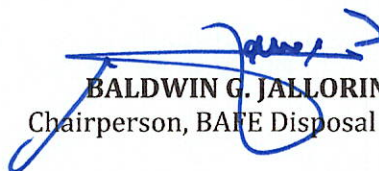


**INVITATION TO BID**  
**ITB-2025-01-001**

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 **Disposal of Unserviceable Properties consisting of Office Furniture, ICT Equipment and Other Materials / Waste Materials** on "AS IS, WHERE IS" basis, as indicated below:

LOT	ITEM / DESCRIPTION	FLOOR PRICE	LOCATION
1	One (1) Lot Unserviceable Properties consisting of Office Furniture	32,529.00	BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
2	One (1) Lot Unserviceable Properties consisting of ICT Equipment	131,870.00	
3	One (1) Lot Other Materials including Waste Materials	3,559.00	

2. A complete set of Bidding of Documents may be obtained by prospective bidders on **February 17-23, 2025** (8:00 am to 5:00 pm) to **February 24, 2025** (8:00 AM - 12:00NN), except weekends or holidays at the office of the Administrative and Finance Division - General Service Section (AFD-GSS) and can be accessed thru BAFE website ([bafe.da.gov.ph](http://bafe.da.gov.ph)). Sealed bids in the prescribed form shall be submitted to the Chairperson of the Disposal Committee thru the Secretariat at AFD-GSS Office until February 24, 2025. Bids submitted after the deadline shall not be accepted.
3. Bid opening shall be on **February 24, 2025 at 1:30PM** at the **BAFE Conference Room, Sugar Center, Annex II Building Extension, North Avenue, Diliman Quezon City**.
4. Ocular Inspection of the unserviceable properties by the prospective bidders shall be from **February 17-21, 2025 from 9:00 AM- 4:00 PM**.
5. 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 local 3351.
6. 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.

  
**BALDWIN G. JALLORINA, Ph.D.**  
Chairperson, BAFE Disposal Committee

## INSTRUCTION TO BIDDERS

### DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING

#### A. INSPECTION OF UNSERVICEABLE PROPERTIES

Unserviceable Properties consisting of Office Furniture, ICT Equipment, and Other Materials including Waste Materials for sale are available for viewing from **February 19-21, 2025** 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. The bidder's Inspection Certificate from AFD-GSS will be issued after the ocular inspection.

#### B. SCHEDULE OF PUBLIC AUCTION

The Public Bidding shall be conducted on an "AS IS, WHERE IS" on a per lot basis by the BAFE Disposal Committee on **FEBRUARY 24, 2025, at 1:30PM** 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 indicated in this ITB in this

#### 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**", "**Copy 1**", and "**Copy 2**". In case of discrepancy among the copies, the original shall govern.

Each bid envelope shall include:

##### a. First (1<sup>st</sup>) Envelope

- i. 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;
- ii. Notarized Affidavit of Authenticity of Documents submitted
- iii. Bidder's Inspection Certificate from BAFE-AFD-GSS

##### b. Second (2<sup>nd</sup>) Envelope

- i. Fully-Accomplished Bid Form ( Part I – Price Quotation Form and Annex A)
  - ii. Auction 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**; and
  - iii. Duly signed Instruction to Bidders
2. The bid should be sealed and addressed properly and correctly. Erasures or interlineations should be duly countersigned by the bidder.

3. The Bid Price offered must be on an individual "Lot" Basis. A bidder can bid on any single lot or all lots.
4. 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.
5. Deadline for submission of bids is **February 24, 2025 at 12:00nn**. Bids submitted beyond the said deadline shall not be accepted.
6. Bid opening shall be on **February 24, 2025 at 1:30PM** at the BAFE Conference Room, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.

#### **E. AUCTION BOND**

- a. The auction bond shall accompany the auction tender equivalent to at least 10% of the minimum auction price set by the Bureau.
- b. Auction bonds may be in the form of cash or manager's/cashier's check from a commercial or universal bank. In cases where tenders are paid electronically, proof of cash payment for the auction bond shall be allowed.
- c. Auction bonds of non-winning bidders shall be returned immediately after the announcement of the winning bidder.

#### **F. DEFECTIVE AUCTION TENDERS**

At the time of opening of bids, a bid shall be considered defective in any case of the following cases:

- a. not properly marked, sealed and signed as required in Section D.1
- b. not properly filled-out form (e.g. unsigned bids, unfilled entries);
- c. not accompanied or guaranteed by a Auction Bond;
- d. with insufficient Auction Bond;
- e. not accompanied by a duly accomplished Bidder's Inspection Certificate or Sworn Statements;
- f. with validity period less than that required; or
- g. lacking in any of the documents required in Section D.

#### **G. WITHDRAWAL OF BIDS**

1. A bidder may be allowed to withdraw an auction tender before the deadline for the submission. The auction tender shall be returned unopened.
2. After the opening of the auction tenders, no bidder shall be allowed to withdraw an 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 per lot;
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;

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 auction 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 AUCTION BOND**

1. The auction 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 auction 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:**

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Name and Signature of Bidder's Authorized Representative

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Position

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Complete Business Address

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Tax Identification Number

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Mobile Number/ Telephone Number/Email Address

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Date

(Letter of the Bidder)

**PRICE QUOTATION FORM**

Date

**BALDWIN G. JALLORINA, Ph.D.**

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:

<b>PARTICULAR</b>	<b>QTY</b>	<b>FLOOR PRICE</b>
<b>LOT 1 - One (1) Lot Unserviceable Properties consisting of Office Furniture</b>		
Heavy Duty Mid-Back Chair	42	<b>32,529.00</b>
Chair, Executive	17	
Heavy Duty High Back Chair with Headrest	1	
Automatic Alcohol Dispenser with Stand	3	
<b>LOT 2 - One (1) Lot Unserviceable Properties consisting of ICT Equipment</b>		
Laptop, Apple MGX72ZP/A Macbook	1	<b>131,870.00</b>
Desktop Computer, Apple IMAC ME8086	2	
Laptop, Apple Macbook Pro	1	
CPU, HP	1	
Monitor, HP	2	
Computer Monitor	2	
Laptop, Acer Travelmate P2	1	
Laptop, Dell	1	
Printer, Kyecora Ecosys P20040dn	3	
Printer, EPSON L6190, Wireless All-In-One Printer	4	
Printer, EPSON L6190 WIFI Duplex All-In-One Ink Tank	2	
Printer, LP Laserjet 3050	1	
Printer, HP Laserjet 401N	1	
Redmi Note 10 5g Nighttime Gray, 8GB RAM, 128 ROM	1	
Paper Shredder	1	
Facsimile Machine Brother	1	
Laptop (Executive) with Built-In Camera Dell Inspiron 5410 i5	1	
Laptop (High-End), HP Pavilion Gaming 15-DK2053TX	1	
Camera, Digital NIKON D3100KIT	1	
Laptop, Acer Travelmate P414-51 (Lightweight)	1	
<b>One (1) Lot Other Materials including Waste Materials</b>		
Wheel Tire	15	
Battery	3	

PARTICULAR	QTY	FLOOR PRICE
Rotor Disc	1	3,559.00
Air Filter	4	
Wiper Blade	4	
Serpentine Belt	2	
Tie Rods	4	
Ball Joints	4	
Brake Shoe	2	
Brake Pad	2	
Rack End	4	
Fuel Filter	2	
Cabin Filter	3	
Differential and Transmission Oil	15	
Clutch Disc	2	
Clutch Cover	1	
Upper Suspension Assy	2	
Lower Ball Joint	2	
Shock Absorber Front	2	
Stabilizer Clamp Bushing	1	
Stabilizer Link	2	
Stabilizer Bar Bushing	4	
Sliding Door Bearing Upper	1	
Window Weather Strip Inner	1	
Alternator Pulley Bearing	1	
Alternator Carbon Brush	1	
Micro Filter	1	
Pressure Plate	1	
Release Bearing	1	
Pilot Bearing	1	
Clutch Fork	1	
Power Window Motor	2	
Main Board, Epson Printer C869R	1	
Gas Sensor, Floor mounted ACU	1	
Adaptor Capacity Control, Floor mounted ACU	1	
PCB Board, Floor mounted ACU	1	

**Summary of Quotation:**

<b>LOT 1 - One (1) Lot Unserviceable Properties consisting of Office Furniture</b>	
<b>Offered Amount</b>	
Amounting of Price Offer (Philippine Peso)	Php _____
Amounting of Price Offer (Amount in Words)	

<b>LOT 2 - One (1) Lot Unserviceable Properties consisting of ICT Equipment</b>	
<b>Offered Amount</b>	
Amounting of Price Offer (Philippine Peso)	Php _____
Amounting of Price Offer (Amount in Words)	
<b>LOT 3 - One (1) Lot Other Materials including Waste Materials</b>	
<b>Offered Amount</b>	
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 Auction 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 downpayment, 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Name and Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Complete Business Address

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Mobile No./ Telephone No./Email Address



I. OFFICE FURNITURE



## II. ICT EQUIPMENT



### III. Other Materials including Waste Materials

