

Bidder’s Company or Personal Letterhead

(Address and Contact Number/s)

TO: The NEA-BAC for Disposal of Unserviceable NEA Properties:

Submitted herewith is my financial bid proposal in the amount of _____ (P_____)
 in response to your Invitation to Bid for the Disposal of Unserviceable ICT and Office Equipment:

PARTICULAR		QUANTITY (pcs)	FLOOR PRICE	BID PRICE
1	Desktop Computer	11	P626,454.94	P_____
2	Laptop Computer	62		
3	Server	4		
4	Scanner	3		
5	Printer	24		
6	Projector	8		
7	Amplifier	1		
8	Electronic Typewriter	3		
9	Fax Machine	9		
10	Other Equipment (toaster, fan, tv and heater)	11		

SUBMITTED BY:

_____ Business Name

_____ Name and Signature of Bidder/Authorized Representative

_____ Position

_____ Business or Residence Address

_____ Business/Individual Professional/License Number

_____ Date Submitted

INSTRUCTIONS TO BIDDERS

DISPOSAL OF UNSERVICEABLE INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) and OFFICE EQUIPMENT THROUGH PUBLIC BIDDING

1. List of Unserviceable Properties for Disposal and Viewing/Inspection

The National Electrification Administration (NEA) intends to dispose thru public bidding/auction the following unserviceable properties under one (1) lot:

PARTICULAR	QUANTITY
<u>Property, Plant & Equipment</u>	
1. Desktop Computer	- 11 pcs
2. Laptop Computer	- 62 pcs
3. Serve	- 4 pcs
4. Scanner	- 3 pcs
5. Printer	- 24 pcs
6. Projector	- 8 pcs
7. Amplifier	- 1 pc
8. Electronic Typewriter	- 3 pcs
9. Fax Machine	- 9 pcs
10. Other Equipment (toaster, fan, tv, heater)	- 11 pcs

2. Floor Price/Amount

An amount of **Six Hundred Twenty Six Four Hundred Fifty Four & 94/100 (PhP626,454.94)** has been set as the floor price for one (1) lot of above-mentioned unserviceable ICT/office equipment.

3. Qualification of Bidders

Any person, partnership or corporation, except members of the Bids and Awards Committee (BAC) for Disposal of Unserviceable/Unusable NEA Properties and its Secretariat, are qualified to participate in the bidding, subject to the submission of the qualification documents, such as:

- a. Photocopy of Registration Certificate from SEC, DTI, CDA or any proof of Registration.
- b. Photocopy of latest Mayors/ Business permit.
- c. Photocopy of company's latest Income Tax Return stamped received by the BIR, Tax Clearance (Form 17.1B) or Certificate of Registration (BIR Form 2303).
- d. Latest notarized Special Power of Attorney or certification issued by the President, General Manager or owner of the firm, as may be applicable, authorizing the representative in behalf of the former.

4. Pre-Bid Conference

- a. The Pre-Bid Conference shall be conducted on **11 April 2022** at HESA, 2nd Floor, NEA Building and via Zoom Application. Zoom details for the Pre-Bid Conference shall be given to all interested bidders who will submit an intent to join the activity at e-mail address nea.gsd.psms@gmail.com or call GSD number 8929-19-09 loc 110,111 & 142 or Direct Line 8926-13-39 for Zoom details.
- b. Viewing / inspection of the unserviceable properties will be on **11 - 13 April 2022**, at the Ground Floor, NEA Building, #57 NIA Road, Diliman, Quezon City, subject to the required health protocol.

5. Submission and Opening of Bids

- a. The public bidding of the subject unserviceable ICT equipment shall be conducted on an "**AS IS, WHERE IS**" basis by the BAC on Disposal of Unserviceable NEA Properties.
- b. The **Submission of Bids** will be on or before **18 April 2022** at **10:00 A.M** at the Ground Floor of NEA Building. All bids must be accompanied by a Bid Bond amounting to 10% of the floor price in the form of cash, cashier's/manager's check enveloped together with the financial bid/offer and shall be submitted and placed inside the sealed envelope with the name of the firm or individual outside the envelope.
- c. The **Opening of Bids** will be held at 2nd Floor, HESA, NEA Building and via Zoom Application on the same day of **20 April 2022** at **10:05 A.M.** in the presence of the NEA-BAC Disposal Committee and Secretariat. The Zoom details for the Opening of Bids will be disclosed to the bidders upon submission of their bids and receipt by the Secretariat at the Ground Floor of NEA Building.
- d. The financial bid/offer using the form attached hereto as Annex "A", must be sealed and be submitted to the NEA-BAC for Disposal of Unserviceable NEA Properties, 4th Floor, NEA Building. The bidder must attach in his duly accomplished Bid Form the following:
 1. A Bid Bond amounting to 10% of the floor price in the form of cash, cashier's/manager's check enveloped together with the financial bid/offer, shall be submitted and placed inside the sealed envelope with the name of the firm or individual outside the envelope.
 2. All documents stated in Item No. 3 above.
- e. Bids that are not in prescribed form (e.g. unsigned and/or not guaranteed by bid bonds) are considered defective bids and automatically disqualified.
- f. Bid modification or withdrawal of bid after its submission is not allowed. Financial bid/ offer submitted below the floor price and/or without the corresponding bid bond shall be automatically rejected/disqualified.
- g. Deadline for submission of bids is on 18 April 2022 at 10:00 A.M.. Late bid/s submitted beyond this date and time will not be accepted.

6. Awarding of Bids

- a. Award shall be made to the highest bidder.
- b. In case of a tie, the NEA-BAC Disposal Committee will resort to non-discretionary criteria (Toss coin or draw lots) to determine the winning bidder.
- c. If the winning bidder refuses to accept the award, he shall not be allowed to participate in the future biddings and the 10% bond will be forfeited . The award will be given to the next highest bidder, and so on.
- d. A Notice of Award will be issued to the highest bidder or awardee upon approval of the Head of the Agency.

7. Payment

- a. The awardee or winning bidder shall pay NEA, in the form of cash, cashier's/ manager's check of a reputable bank within the area where the bidding was held, the total amount of its offered financial bid price less the amount of bid bond which shall be considered as partial payment, within five (5) working days from date of the notice of award.
- b. An Official Receipt will be issued by the NEA representing full payment of the winning bidder for the disposed One (1) Lot Unserviceable properties
- c. In case the winning bidder refuses to pay in full or the balance, if any, said bidder shall not be allowed to participate in future biddings and the 10% will be forfeited. The next highest bidder shall be awarded the bid, and so forth and so on.

8. Claims/Pick-up/Hauling of the Property by the Winning Bidder

- a. Claims/withdrawals/ hauling of the disposable properties shall be made only by the awardee after the bid price is fully paid as evidenced by an Official Receipt from the NEA
- b. Pick-up/Hauling of the subject disposable properties shall be made within the period agreed upon by both parties but not more than 30 days after awarding.
- c. Any fees or incidental charges in connection with the claim/pick-up/hauling of the subject properties shall be borne by the awardee or winning bidder.
- d. Failure on the part of the awardee to pick-up/haul the properties within the stipulated period shall constitute to the cancellation of the award/contract, forfeiture of the amount paid and bond in its full amount.
- e. The pick-up / hauling of the subject disposable properties by the winning bidder shall be made in the presence of the Disposal Committee or its authorized representative/s.

9. Forfeiture of the Bid Bond

The bid shall be forfeited in cases the winning bidder:

- a. Refuses to accept the award,
- b. Fails to make payment within the prescribed period,
- c. Fails to pick-up/haul the subject properties for disposal, and

- d. Fails to complete the hauling of the subject properties within the specified period.

10. Failure of Bidding

Failure of bidding shall be declared in cases such as, the prospective bidders are declared ineligible, no bids are received, all bids are below the floor price, all bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid and in case where there is sole bidder.

CONFORME:

Name & Signature of Bidder/Authorized Representative

Position

Business or Residence Address

Contact Nos.

Date

For inquiries, please contact Hernando N. Gabotero at Tel. Nos. 8926-1339 and 8929-1909 loc. 110 and 111