PART I

INVITATION TO BID

**INVITATION TO BID**

**DISPOSAL OF UNSERVICEABLE**

**STEEL FILING CABINETS AND CHAIRS,**

**AND VARIOUS ICT AND OFFICE EQUIPMENT**

1. The **NATIONAL ELECTRIFICATION ADMINISTRATION (NEA),** invites all interested parties to participate in the public bidding of the following unserviceable properties in a **PER LOT BASIS** and on an **AS-IS, WHERE-IS.**

|  |  |  |  |
| --- | --- | --- | --- |
| Lot No. | Description | Floor Price | Location |
| 1 | Various Steel Filing Cabinets and Chairs | ₱ 94,626.00 | Old basketball court and Basement 2, NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City |
| 2 | Various ICT and Office Equipment | ₱ 6,613.01 | Ground Floor, NEA Building,  #57 NIA Road, Government Center, Diliman, Quezon City |

1. NEA will hold a Pre-bid Conference on 24 August 2023, 9:30 a.m. at HESA, 2nd Floor, NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City. Interested bidders who intend to join the activity may inform the BAC on Disposal Secretariat at e-mail address [nea.gsd.psms@gmail.com](mailto:nea.gsd.psms@gmail.com) or call GSD numbers 8929-19-09 loc. 110, 111 and 142 or direct line 8926-13-39.
2. The interested prospective bidders may view and inspect the above-mentioned unserviceable items from 17 August 2023 to 23 August 2023.
3. Bidding Documents may be obtained from the BAC on Disposal Secretariat, c/o GSD, 4th Floor, NEA Bldg. upon payment of a non-refundable fee of Five Hundred Pesos (₱500.00). It may also be downloaded at NEA website at [www.nea.gov.ph](http://www.nea.gov.ph), and payment of which shall be made prior to the Submission of Bids.
4. The deadline for the submission and receipt of sealed bids shall be on 29 August 2023, at 9:00 a.m. The bidder shall enclose in the sealed envelope the following:
5. Latest Income Tax Return (ITR) stamped “received” by the Bureau of Internal Revenue (BIR) or duly accredited and authorized institution, or BIR Form 2316 or any proof of income;
6. Duly signed Instruction to Bidders and Terms and Condition of Sale (Part II);
7. Duly Accomplished Bid Proposal Form (Part IV);
8. Bid Bond;
9. Registration Certificate (DTI, SEC Registration or CDA), if applicable
10. Mayor’s and/or Business Permit, if applicable; and
11. 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
12. The Opening of Bids shall be held on 29 August 2023, 9:05 a.m. at HESA, 2nd Floor, NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City. Bidders or authorized representative may witness the proceedings.
13. Bids submitted after the deadline will not be accepted.
14. Unsigned bids, bids below the floor price and those without the corresponding bid bond will be automatically disqualified.
15. The NEA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without incurring liability to the affected bidder or bidders.
16. Interested bidders may obtain further information from:

JOEL C. SOMERA

BAC Secretariat

e-mail address [nea.gsd.psms@gmail.com](mailto:nea.gsd.psms@gmail.com)

8929-19-09 loc. 110, 111 and 142 or 8926-13-39 (direct line)

**LEILA B. BONIFACIO**

Deputy Administrator for CRFS

Chairperson, Committee on the Disposal of

Unserviceable NEA Properties

PART II

INSTRUCTION TO BIDDERS

AND

TERMS AND CONDITIONS OF THE SALE

**INSTRUCTIONS TO BIDDERS**

**and**

**TERMS AND CONDITIONS OF THE SALE**

1. **INTRODUCTION**

The National Electrification Administration (NEA), will receive bids for the sale of Unserviceable a.) Steel Filing Cabinets and Chairs, and b.) Various ICT and Office Equipment located at the old basketball court and Basement 2, and Ground Floor of the NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City, as described in Part III of the Bidding Documents.

Sale of the above-mentioned unserviceable items shall be on a **PER LOT** and on **AS-IS, WHERE-IS** basis.

**2. BID DOCUMENTS**

* 1. A Complete set of Bid Documents shall include:

2.1.1. Part I - Invitation to Bid for the Disposal of Unserviceable

a.) Steel Filing Cabinets and Chairs, and

b.) Various ICT and Office Equipment

2.1.2. Part II - Instruction to Bidders (IB) and Terms and Conditions of

Sale;

2.1.3. Part III - Description/List of Unserviceable

a.) Steel Filing Cabinets and Chairs, and

b.) Various ICT and Office Equipment

2.1.4. Part IV - Prescribed Bidding Forms, including Price Quotation

Forms and Bidder’s Inspection Certificates and Sworn

Statements;

**3. TIME AND PLACE FOR RECEIPT OF THE BIDS**

Sealed bids will be received until 9:00 a.m. of 29 August 2023, by the BAC Secretariat on Disposal, Ground Floor of the NEA Building.

All submitted bids shall be opened and read publicly on the same date of 29 August 2023, 9:05 a.m. Bids submitted after the designated time and date shall no longer be accepted.

**4. FLOOR PRICE**

Below are the floor prices of the following unserviceable steel filing cabinets and chairs, and various ICT and office equipment:

|  |  |  |  |
| --- | --- | --- | --- |
| Lot No. | Description | Floor Price | Location |
| 1 | Various Steel Filing Cabinets and Chairs | ₱ 94,626.00 | Old basketball court and Basement 2, NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City |
| 2 | Various ICT and Office Equipment | ₱ 6,613.01 | Ground Floor, NEA Building,  #57 NIA Road, Government Center, Diliman, Quezon City |

1. **QUALIFICATION OF BIDDERS**

Any person, partnership or corporation, except members of the Bids and Awards Committee (BAC) for Disposal of Unserviceable/Unusable NEA Properties (DUUNP) and its Secretariat, are qualified to participate in the bidding, subject to the submission of the required documents stated in the Invitation to Bid.

1. **PRE-BID CONFERENCE**

The Pre-Bid Conference shall be conducted on 24 August 2023, 9:30 a.m. at the HESA, 2nd Floor, NEA Building, #57 NIA Road, Government Center, Diliman, Quezon City. Interested bidders who intend to join the activity may inform the BAC on Disposal Secretariat at e-mail address [nea.gsd.psms@gmail.com](mailto:nea.gsd.psms@gmail.com) or call GSD numbers 8929-19-09 loc. 110, 111 and 142 or direct line 8926-13-39.

1. **INSPECTION / VIEWING OF THE UNSERVICEABLE PROPERTIES FOR DISPOSAL**

The interested bidders may view and inspect the above-mentioned unserviceable items from 17 August 2023 to 23 August 2023.

1. **PREPARATION, SUBMISSION AND RECEIPT OF BIDS** 
   1. Bidders shall prepare their bids using the forms prescribed/provided in the Bidding Documents. Each bidder shall accomplish its bid tender, the eligibility and financial documents, in two (2) sets, one (1) original and one (1) copy. In case of discrepancy among the copies, the original shall govern.
      1. The two (2) copies of the eligibility and financial documents shall be separately enclosed in two (2) envelopes.
      2. The two (2) envelopes should be securely sealed and addressed properly and correctly, as follows:

NAME OF DISPOSAL PROJECT

DATE OF SUBMISSION/OPENING OF BIDS

TO: Deputy Administrator LEILA B. BONIFACIO

Chairman, Bids and Awards Committee for Disposal of Unserviceable NEA Properties

National Electrification Administration

c/o GSD, 4th Floor, NEA Building

#57 NIA Road, Government Center, Diliman, Quezon City

FROM: NAME OF BIDDER

ADDRESS OF BIDDER

* 1. The first envelope shall contain the eligibility documents, as follows:

1. Latest Income Tax Return (ITR) stamped “received” by the Bureau of Internal Revenue (BIR) or duly accredited and authorized institution, or BIR Form 2316 or any proof of income;
2. Duly signed Instruction to Bidders and Terms and Condition of Sale (Part II);
3. Registration Certificate (DTI, SEC Registration or CDA), if applicable;
4. Mayor’s and/or Business Permit, if applicable; and
5. 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;
   1. The second envelope shall contain the financial documents, as follows:
6. Duly Accomplished Bid Proposal Form (Part IV); and
7. Bid Bond
   1. It is understood that the bidder shall conduct an ocular inspection of the unserviceable items for bid price proposal estimates purposes. The determination of the winning bid is based on the highest proposal.

The amount of the bid price/offer shall be clearly expressed in figures in Philippine Currency.

* 1. Any erasures, interlineations or alterations thereof shall be duly signed or initialed by the bidder/s.

* 1. The deadline for the submission of bids/receipt is on 29 August 2023, 9:00 a.m. at the Ground Floor of NEA Building. Bid/s submitted beyond the scheduled date and time will not be accepted.

1. **OPENING OF BIDS**

* 1. The Opening of Bids shall be on 29 August 2023, 9:05 a.m. at HESA, 2nd Floor of NEA Building. Bidders or authorized representative may witness the proceedings.

1. **EXAMINATION AND EVALUATION OF BIDS**
   1. The BAC shall open the envelopes of Bidders in public. The BAC shall first open the envelopes that contain the Eligibility Documents to determine the bidder’s compliance with the documents prescribed in Item No. 8.2 of the Instruction to Bidders and Item No. 5 of the Invitation to Bid. The BAC shall check the documents against a checklist if they are all present using a discretionary “pass/fail” criterion. All submitted document shall be rated “passed” while “failed” for those incomplete or not submitted.
   2. The BAC shall forthwith open the second bid envelope containing the Financial Documents of eligible bidder/s which were rated “passed”. Only bids that passed for both components shall be qualified and considered for comparison.
2. **ABSTRACT OF BIDS**

An Abstract of Bids shall be prepared during the bidding proper showing the name of the owning agency, the date, time and place of bidding, names of bidders with their corresponding amount of bid tenders and bid bonds per lot, including reasons of disqualification where applicable, and shall be signed by the members of the Disposal Committee.

1. **BID SECURITY/BOND**
   1. Each bidder shall include in the second envelope a Bid Security/Bond in an amount equivalent to 10% of the bid price, in the form of cash (Philippine Peso), manager’s check, or cashier’s check from a reputable bank within the area where the bidding is to be held, payable to the National Electrification Administration.
   2. A bid submitted without the Bid Security or with a Bid Security less than the required amount shall be rejected and will be returned to the bidder.
   3. Upon determination of the highest calculated responsive bidder, the NEA shall return outright the bid security of other bidders.
   4. Upon approval of the award, the bid bond of the awardee shall be converted into and considered as down payment, and the difference between such payment and his bid, if any, shall be paid in the form of cash, cashier’s check or manager’s check.
   5. In case of unjustifiable refusal/and or failure of the winning bidder to accept the award or to pay the balance of the award price within the above specified time or to comply with the bid bond conditions of the contract, the bid bond posted shall be forfeited in favor of the government.
2. **DEFECTIVE BIDS**

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

* 1. Not in the prescribed and/ or not properly filled-out form (e.g. unsigned bids)
  2. Not accompanied or guaranteed by a Bid Security/Bond
  3. With insufficient amount of Bid Security/Bond
  4. Lacking of any documents specified in Item No. 8.2 and 8.3 above

1. **WITHDRAWAL OF BIDS**
   1. A bidder may be allowed to withdraw his bid, in writing, before the time of opening of bids. Such bid shall be returned unopened.
   2. Bid modification or withdrawal of bid after its submission is not allowed.
2. **AWARDING OF BIDS**
   1. Award shall be made to the highest financial proposal and responsive or complying bid.
   2. In case of a tie, the NEA-BAC Disposal Committee may award equally as practicable among them or may resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder.
   3. If the winning bidder refuses to accept the award and/or complete the hauling of the subject unserviceable items, said bidder will be blacklisted and shall not be allowed to participate in the future biddings. The award will be given to the next highest bidder, and so on.
   4. A Notice of Award will be issued to the highest bidder or awardee upon approval of the Head of the Agency.
3. **FAILURE OF BIDDING**

16.1 NEA shall declare the bidding failure in any of the following cases:

* + 1. No bids are received.
    2. All bids are below the floor price.
    3. All bidders failed to comply with the terms and conditions

prescribed in the Invitation to Bid.

* 1. The BAC on Disposal of Unserviceable Properties shall conduct the second bidding and shall observe the process and set new periods according to the same rules followed during the previous bidding/s.
  2. Should there occur a second failure of bidding, the Procuring entity may resort to negotiated procurement.

1. **PAYMENT**
   1. The awardee or winning bidder shall pay the 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 three (3) calendar days from receipt of the notice of award.
   2. An Official Receipt will be issued by the NEA representing full payment of the winning bidder. Thereafter, the contract shall be executed.
   3. In case the winning bidder fails to make payment within the prescribed period, said bidder will be blacklisted. The next highest bidder shall be awarded the bid, and so forth and so on.
2. **CLAIMING OF AWARDED PROPERTY** 
   1. 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.
   2. Pick-up/hauling of the subject disposable properties shall be made by the winning bidder within seven (7) days upon full payment.
   3. 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.
   4. The pick-up/hauling of the subject disposable properties by the winning bidder shall be made with the presence of the disposal committee or its authorized representative/s.
3. **TAXES, CUSTOM DUTIES, COST OR CHARGES**
   1. The buyer of disposable property shall pay, in addition to the purchase price, any taxes, custom duties, costs or charges of any kind or nature whatsoever levied, or to be levied in connection with the sale of property.
   2. Any fees or incidental charges in connection with the claims/pick-up/hauling of the subject properties shall be borne by the awardee or winning bidder.
4. **FORFEITURE OF THE BID BOND**

The bid shall be forfeited in cases the winning bidder:

1. refuses to accept the award,

2. fails to make payment within the prescribed period,

3. fails to pick-up/haul the subject properties for disposal, and

4. fails to complete the hauling of the subject properties within the specified

period.

CONFORME:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature of Bidder/Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business or Residence Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Nos.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional License/Tax Identification Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*For inquiries, please contact Annabelle Cruz at Tel. Nos. 929-19-09 loc 142 and 111.*

PART III

DESCRIPTION / LIST

OF ITEMS FOR SALE

**DESCRIPTION/LIST OF UNSERVICEABLE STEEL FILING CABINETS AND CHAIRS, AND VARIOUS ICT AND OFFICE EQUIPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Lot No. | Description | Floor Price | Location |
| 1 | Various Steel Filing Cabinets and Chairs | ₱ 94,626.00 | Old basketball court and Basement 2, NEA Building, 57 NIA Road, Government Center, Diliman, Quezon City |
| 2 | Various ICT and Office Equipment | ₱ 6,613.01 | Ground Floor, NEA Building,  57 NIA Road, Government Center, Diliman, Quezon City |

PART IV

BIDDING FORM

*(PRICE PROPOSAL FORM)*

Bidder’s Company or Personal Letterhead

(Address & Contact Number/s)

**TO: BIDS AND AWARDS COMMITTEE FOR DISPOSAL OF UNSERVICEABLE**

**NEA PROPERTIES**

**National Electrification Administration**

NEA Bldg., NIA Road Road, Government Center, Diliman, Queaon City

I/We have actually seen and inspected the items listed in Part III of the Bidding Document and my bid is based on my own estimate. Herewith is my financial bid proposal in response to your Invitation to Bid for the Disposal of Unserviceable Steel Filing Cabinets and Chairs.

|  |  |  |  |
| --- | --- | --- | --- |
| Lot No. | Description | Floor Price | Bid Price |
| 1 | Various Steel Filing Cabinets and Chairs | ₱ 94,626.00 |  |
| 2 | Various ICT and Office Equipment | ₱ 6,613.01 |  |

Enclosed is the required Bid Security/Bond in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is equivalent to ten percent (10%) of my total bid price.

I/We, have carefully examined, understood, comply and agree with all the provisions provided in the Bidding Documents specially the Instruction to Bidders and Terms and Conditions for the Sale provided in Part II of the Bidding Document.

SUBMITTED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Bidder Business/Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature of Bidder/Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Complete Business or Residence Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional License/Tax Identification Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted

SCHEDULE OF ACTIVITIES ON THE

DISPOSAL OF UNSERVICEABLE

STEEL FILING CABINETS AND CHAIRS,

AND

VARIOUS ICT AND OFFICE EQUIPMENT

