

BID DOCUMENT

**DISPOSAL OF FOUR (4)
UNITS UNSERVICEABLE
MOTOR VEHICLES**

PART I

INVITATION TO BID

INVITATION TO BID

DISPOSAL OF FOUR (4) UNITS UNSERVICEABLE MOTOR VEHICLES



1. The **NATIONAL ELECTRIFICATION ADMINISTRATION (NEA)**, invites all interested parties to participate in the public bidding of the below-mentioned unserviceable motor vehicles in a **PER ITEM BASIS** with their corresponding floor price on an **AS-IS, WHERE-IS**. The bidder may submit a bid in any of the items or all items but evaluation will be undertaken on a per item basis.

Item No.	Description	Floor Price	Location
1	Mitsubishi L-200 Single Cab Pick-up, 1992 Model, Diesel Engine Plate No. SDM 341 Condition: Unserviceable	₱ 38,000.00	Basement 1 NEA Building, 57 NIA Road, Government Center, Diliman, Quezon City
2	Toyota Revo, 2001 Model, Gasoline Engine Plate No. SFW 455 Condition: Unserviceable	₱ 44,000.00	
3	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 853 Condition: Unserviceable	₱ 48,000.00	
4	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 893 Condition: Unserviceable	₱ 48,000.00	
TOTAL		₱178,000.00	

2. NEA will hold a Pre-bid Conference on **November 24, 2023**, 9:30 a.m. at HRAD Conference Room, 4th Floor, NEA Building, No. 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 or call GSD numbers 8929-19-09 loc. 110, 111 and 142 or direct line 8926-13-39.
3. The interested bidders may view and inspect the above-mentioned unserviceable motor vehicles located at the Basement 1 NEA Building from **November 17, 2023 to November 29, 2023**.
4. 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 One Thousand Pesos (₱1,000.00), or downloaded at NEA website, www.nea.gov.ph. Payment for bidding document shall be made prior to the Submission of Bids.
5. Sealed bids shall be submitted to the BAC on Disposal Secretariat on or before **November 30, 2023**, at 9:00 a.m. The bidder shall enclose in the sealed envelope the following:
 - a. Registration Certificate (DTI, SEC Registration or CDA), if applicable
 - b. Mayor's and/or Business Permit, if applicable

- c. 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;
 - 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;
 - e. Duly signed Instruction to Bidders and Terms and Condition of Sale (Part II)
 - f. Duly Accomplished Bid Proposal Form (Part IV); and
 - g. Bid Bond
6. The BAC on Disposal of Unserviceable Properties shall open the bids immediately after the submission and receipt of bids on the same date of **November 30, 2023**, 9:05 a.m. at HESA, 2nd Floor, NEA Building, No. 57 NIA Road, Government Center, Diliman, Quezon City. Bidders or authorized representative may witness the proceedings.
7. Bids submitted after the deadline will not be accepted. Unsigned bids, bids below the floor price and those without the corresponding **bid bond** will be automatically disqualified.
8. 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.
9. For further information, please refer to:

Ms. Annabelle P. Cruz
Vice-Chair, NEA-BAC Secretariat for Disposal
*E-mail Address: **cannabelle78@yahoo.com***
*Contact Nos.: **8929-19-09 loc. 110 and 111***


ATTY. VIC P. ALVARO
Acting 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

I. INTRODUCTION

The National Electrification Administration (NEA), will receive bids for the sale of four (4) units of Unserviceable Motor Vehicles, located at the Basement 1 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 vehicles shall be on a **PER ITEM** and on **AS-IS, WHERE-IS** basis.

2. BID DOCUMENTS

2.1 A Complete set of Bid Documents shall include:

- 2.1.1. Part I - Invitation to Bid for the Disposal of Unserviceable Motor Vehicles;
- 2.1.2. Part II - Instruction to Bidders (IB) and Terms and Conditions of Sale;
- 2.1.3. Part III - Description/List of Unserviceable Motor Vehicles for Disposal;
- 2.1.4. Part IV - Prescribed Bidding Forms, including Price Quotation Forms and Bidder's Inspection Certificates and Sworn Statements;
- 2.1.5. Amendment and/or Addendum on the original bid documents, if any.
- 2.1.6. Special Instructions, if any.

3. TIME AND PLACE FOR RECEIPT OF THE BIDS

Sealed bids will be received until 9:00 a.m. of November 30, 2023, by the BAC on Disposal Secretariat, at the Ground Floor of the NEA Building and shall be opened and read publicly on the same date of November 30, 2023, 9:05 a.m. Submission of bids after the designated time and date shall no longer be accepted.

4. FLOOR PRICE

The following are the description and their corresponding floor prices of the unserviceable vehicles:

Item No.	Description	Floor Price
1	Mitsubishi L-200 Single Cab Pick-up, 1992 Model, Diesel Engine Plate No. SDM 341 Condition: Unserviceable	₱ 38,000.00

2	Toyota Revo, 2001 Model, Gasoline Engine Plate No. SFW 455 Condition: Unserviceable	₱ 44,000.00
3	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 853 Condition: Unserviceable	₱ 48,000.00
4	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 893 Condition: Unserviceable	₱ 48,000.00
TOTAL		₱178,000.00

5. 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 stated in Item 8.4 of this Bidding Document.

6. PRE-BID CONFERENCE

The Pre-Bid Conference shall be conducted on November 24, 2023, 9:30 a.m. at the HRAD Conference Room, 4th 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 or call GSD numbers 8929-19-09 loc. 110, 111 and 142 or direct line 8926-13-39.

7. INSPECTION / VIEWING OF THE UNSERVICEABLE PROPERTIES FOR DISPOSAL

The interested bidders may view and inspect the above-mentioned unserviceable motor vehicles located at the Basement 1 NEA Building from November 17, 2023 to November 29, 2023.

8. PREPARATION, SUBMISSION AND RECEIPT OF BIDS

- 8.1 It is understood that the bidder shall conduct an ocular inspection of the unserviceable motor vehicles for bid price proposal estimates purposes. Bid Tenders should be properly signed and submitted to the Chairman of the Bids and Awards Committee for Disposal of NEA Unserviceable Properties on or before the deadline for the Submission of Bids indicated in the Invitation to Bid and in the Bidding Documents.
- 8.2 The amount of the bid price/offer shall be clearly expressed in figures in Philippine Currency for each item. The bidder may submit a bid in any of the items or all items but evaluation will be undertaken on a per item basis. In this case, the Bid Security shall be applied for each item separately.

- 8.2.1 The determination of the winning bid is based on the highest proposal per item.
- 8.2.2 In case where bidder quoted for more than one (1) item, the determination of the winning bid is based on the highest financial bid per item and not on the total bid amount.
- 8.3 Erasures, interlineations or alterations shall be avoided or duly initialed by the bidders.
- 8.4 Bidders shall prepare their bids using the forms prescribed/provided in the Bidding Documents. Each bidder shall accomplish its bid tender in two (2) copies (Please bring original copy for comparison/verification purposes). In case of discrepancy among the copies, the original shall govern.
- 8.4.1 Bidders shall submit their bids consisting of the eligibility and financial documents as follows:
- a. Eligibility Documents to be submitted in two (2) envelopes (2 copies):
 - (i) Registration Certificate (DTI, SEC Registration or CDA), if applicable
 - (ii) Mayor's and/or Business Permit, if applicable
 - (iii) 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;
 - (iv) 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;
 - (v) Duly signed Instruction to Bidders and Terms and Condition of Sale (Part II)
 - b. Financial Documents to be submitted in two (2) envelopes (2 copies):
 - (i) Duly Accomplished Bid Proposal Form (Part IV); and
 - (ii) Bid Bond
- 8.4.2 The two (2) copies of the eligibility and financial documents shall be separately enclosed in two (2) envelopes.

- 8.4.3 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: ATTY. VIC P. ALVARO
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

- 8.5 Submission of bids is on November 30, 2023, on or before 9:00 a.m. at the Ground Floor of NEA Building. Late bid/s submitted beyond the scheduled date and time of its submission will not be accepted.

9. OPENING OF BIDS

- 9.1 The BAC on Disposal of Unserviceable Properties shall open the bids immediately after the submission and receipt of bids at the time, date and place set in the Invitation to Bid. Bidders or authorized representative may witness the proceedings.

10. EXAMINATION AND EVALUATION OF BIDS

- 10.1 The BAC shall first open the envelopes that contain the Eligibility Documents to determine the bidder's compliance with the documents required for eligibility requirements enumerated in herein Item No. 8.4.1.a and Item No. 5 of the Invitation to Bid. All bids that passed the eligibility requirement shall be rated "passed" and bid that fail to include any requirement or an incomplete or found defective shall be considered/rated "failed".
- 10.2 The BAC on Disposal of Unserviceable Properties shall forthwith open the second bid envelope containing the financial requirements of each eligible bidder whose first envelope was rated "passed". In case any of the requirements in the second envelope of a particular bid is missing, incomplete or found defective as enumerated in herein Item No. 8.4.1.b and Item No. 5 of the Invitation to Bid, the BAC shall rate the bid concerned as "failed". Only bids that passed for both components shall be qualified and considered for comparison.

11. 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 item, including reasons of disqualification where applicable, and shall be signed by the members of the Disposal Committee.

12. BID SECURITY/BOND

- 12.1 Each bidder shall submit in sealed envelope together with the duly accomplished Bid Proposal Form, a Bid Security/Bond per item in an amount equivalent to 10% of the bid price of the bidder, 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. A Bid Security/Bond shall be submitted and placed inside the sealed envelope with the name of the firm or individual outside the envelope.
- 12.2 A bid submitted without the Bid Security or with a Bid Security with an amount less than the required amount shall be rejected and will be returned to the bidder.
- 12.3 Upon determination of the highest calculated responsive bidder, the NEA shall return outright the bid security of other bidders.
- 12.4 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.
- 12.5 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.

13. 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:

- 13.1 Not in the prescribed and/ or not properly filled-out form (e.g. unsigned bids)
- 13.2 Not accompanied or guaranteed by a Bid Security/Bond
- 13.3 With insufficient amount of Bid Security/Bond
- 13.4 Lacking of any documents specified in Item No. 8.4 above

14. WITHDRAWAL OF BIDS

- 14.1 A bidder may be allowed to withdraw his bid, in writing, before the time of opening of bids. Such bid shall be returned unopened.
- 14.2 Bid modification or withdrawal of bid after its submission is not allowed.

15. AWARDING OF BIDS

- 15.1 Award shall be made to the highest financial proposal and responsive or complying bid.
- 15.2 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.
- 15.3 If the winning bidder refuses to accept the award and/or complete the hauling of the subject unserviceable vehicles, 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.
- 15.4 A Notice of Award will be issued to the highest bidder or awardee upon approval of the Head of the Agency.

16. FAILURE OF BIDDING

- 16.1 NEA shall declare the bidding failure in any of the following cases:
 - 16.1.1 No bids are received.
 - 16.1.2 All bids are below the floor price.
 - 16.1.3 All bidders failed to comply with the terms and conditions prescribed in the Invitation to Bid.
- 16.2 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.
- 16.3 Should there occur a second failure of bidding, the Procuring may resort to negotiated procurement.

17. PAYMENT

- 17.1 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 five (5) calendar days from receipt of the notice of award.

- 17.2 An Official Receipt will be issued by the NEA representing full payment of the winning bidder.
- 17.3 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.

18. CLAIMING OF AWARDED PROPERTY

- 18.1 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.
- 18.2 Pick-up/hauling of the subject disposable properties shall be made by the winning bidder within the period agreed by both parties but not more than 10 days after the payment has been made.
- 18.3 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
- 18.4 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.

19. TAXES, CUSTOM DUTIES, COST OR CHARGES

- 19.1 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.
- 19.2 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.

20. 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.

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

PART III

DESCRIPTION / LIST OF ITEMS FOR SALE

DESCRIPTION/LIST OF UNSERVICEABLE MOTOR VEHICLES FOR DISPOSAL

Item No.	Description	Floor Price	Location
1	Mitsubishi L-200 Single Cab Pick-up, 1992 Model, Diesel Engine Plate No. SDM 341 Condition: Unserviceable	₱ 38,000.00	Basement 1 NEA Building, 57 NIA Road, Government Center, Diliman, Quezon City
2	Toyota Revo, 2001 Model, Gasoline Engine Plate No. SGY 657 Condition: Unserviceable	₱ 44,000.00	
3	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 853 Condition: Unserviceable	₱ 48,000.00	
4	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 893 Condition: Unserviceable	₱ 48,000.00	
TOTAL		₱178,000.00	

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 Motor Vehicles with individually listed Floor Price.

Item No.	Description	Floor Price	Bid Price
1	Mitsubishi L-200 Single Cab Pick-up, 1992 Model, Diesel Engine Plate No. SDM 341 Condition: Unserviceable	₱ 38,000.00	
2	Toyota Revo, 2001 Model, Gasoline Engine Plate No. SGY 657 Condition: Unserviceable	₱ 44,000.00	
3	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 853 Condition: Unserviceable	₱ 48,000.00	
4	Isuzu Highlander, 2001 Model, Diesel Engine Plate No. SFW 893 Condition: Unserviceable	₱ 48,000.00	
TOTAL BID			

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.

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.

SCHEDULE OF ACTIVITIES
DISPOSAL OF FOUR (4) UNITS UNSERVICEABLE MOTOR VEHICLES

NO.	ACTIVITIES	LOCATION	TIMELINE	REMARKS
1	Publication of Invitation to Bid (ITB)	(Posting in Conspicuous Public Places / E-mails/ Personal Delivery)	November 17-23, 2023	Start of availability / Sale of bid documents
2	Pre-Bid Conference	HRAD Conference Room, 4th Floor	November 24, 2023	9:30 a.m.
3	Ocular Inspection of Unserviceable Properties by the Prospective Bidders	Basement 1, NEA Building	November 17-29, 2023	8:00 a.m. - 4:00 p.m.
4	Submission and Opening of Bid Tender	NEA-HESA, 2nd Floor	November 30, 2023	Deadline of Submission - 9:00 a.m. Opening of Bids - 9:05 a.m.
5	Recommendation to the Administrator of the Highest Calculated and Responsive Bidders (HCRB) / Approval of NOA		December 5, 2023	
6	Issuance of Notice of Award/s		Upon approval of the HoPE	
7	Payment of total bid amount less bid bond	Cashier 5th Floor NEA Building	Within five (5) days upon receipt of NOA by the HCRB	
8	Inspection of COA / Pick-up of units (Claiming of Awarded Property)	Basement 1, NEA Bldg (AS-IS, WHERE IS)	Within 15 days from receipt of NOA	