



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 13  
Capitol Site, Butuan City 8600

## INVITATION TO BID

ITB No : 2023-02

Date : 04/18/2023

Dear Sir/Madam:

Department of Agriculture-Caraga through the Bids and Awards Committee on Disposal invites prospective bidders for a **Public Bidding of Culled Ducks "As Is - Where Is" basis.**

If interested, place your Bid Proposal in a sealed envelope indicating the ITB Bid Number, your name, address and contact number/s on or before **April 24, 2023 at 1:00 PM** at RES-Trento, Agusan del Sur.

A complete set of the Bid Proposal Form and Instruction to Bidders (ITB) can be acquired at RES-Trento prior to the Opening of Bids. Unsigned proposal and proposal below the floor price shall be disqualified.

List of animals for culling are as follows;

Lot No.	Description	Floor Price
	Ducks Breed: Itik Pinas No. of Heads: 968 Age : 2.5-3.33 years old	₱ 50.00/head

For more details, please refer to Instruction to Bidders.

Very truly yours,

**JOHNNY M. CONCON**

Chairman, Bids and Awards Committee on Disposal



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 13  
Capitol Site, Butuan City 8600

## **INSTRUCTION TO BIDDERS**

Attachment to ITB No. 2023-01

Disposal of Culled Ducks at RES-Trento

### **A. Qualification of Bidders**

Any interested individuals are qualified to participate in the bidding,

### **B. Inspection of Unserviceable Properties**

Animals for culling are available for viewing and inspection during office hours with the assistance of RES-Trento personnel from **April 18-20, 2023 between 10:00-11:30 AM and 1:00-3:00 PM** at the RES-Trento, Agusan del Sur.

Prospective bidders must ensure that they have inspected the animals for culling prior to the date of Opening of Bids and shall accept the physical condition and actual state at the time of the public bidding.

### **C. Bid Form**

The bid form and instruction to bidders can be acquired at RES-Trento. It must be secured prior to the Opening of Bids.

### **D. Floor Price**

A floor price of the culled ducks is ₱ 50.00/head

### **E. Schedule of Public Bidding**

The public bidding shall be conducted on an "as is, where is" basis on **April 24, 2023 at 1:00 P.M.** at RES-Trento, Agusan del Sur.

### **F. Submission of Bids**

- a. The bid must be submitted using the prescribed Bid Proposal Form to the RES-Trento, in a duly signed and sealed envelope. It shall be properly labelled with ITB Number, bidder's name, address and contact number/s. A sealed box shall be made available at RES-Trento where bidders should place their bids. The bid proposal shall be signed by the bidder or his duly authorized representative.
- b. Bids submitted below the floor price and unsigned bids shall be disqualified and shall not be accepted.

- c. Bids submitted below the floor price and unsigned bids shall be disqualified and shall not be accepted.
- d. Deadline for submission of bids is on **April 24, 2023 at 12:59 P.M.** at RES-Trento Conference Hall. Bids submitted beyond said deadline shall not be accepted.

#### **G. Opening of Bids**

- a. Opening of Bids will immediately follow after the deadline of submission of bids in the presence of members of the Disposal Committee, bidders who choose to attend and witness by COA representative.
- b. A bid submitted cannot changed or withdrawn after the deadline of submission of bid.
- c. An Abstract of Bids shall be prepared by the Bids and Awards Committee on Disposal.
- d. Should there be a tie in the highest offered price, the concern bidders shall "draw-lots" to break the tie.
- e. The Department of Agriculture reserves the right to reject any or all bids, or any party thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

#### **H. Bid Bond**

The bid proposal shall be accompanied by the Bid Bond in the form of CASH or Cashier's/Manager's Check payable to the Department of Agriculture-Caraga equivalent to 10% of the total bid price. A bid without the corresponding Bid Bond or below the required amount shall be disqualified;

The corresponding bid bond must be submitted and presented by the bidder during the actual opening of the respective/individual bid

Such bond shall be refunded to losing bidders after the declaration of the winning bidder while the winning bidder's bid bond shall automatically be considered as partial payment.

#### **I. Notice of Award**

Award shall be made to the highest and responsive bidder. The highest and responsive bidder shall settle the bidded amount in full within five (5) calendar days upon receipt of Notice of Award. In case of failure of payment of the bid price within the required period, the award shall be cancelled and the bid bond shall be forfeited then will be awarded to the next highest bidder.



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 13  
Capitol Site, Butuan City 8600

#### **J. Notice to Proceed**

The Notice to Proceed (NTP) shall only be issued once the highest and responsive bidder paid the full amount of the bid price. The Official Receipt (OR) showing the full payment of the bid price shall be presented to the Chief Administrative Officer which shall serve as the basis for the preparation of Release Order within five (5) working days upon receipt of the OR.

#### **K. Pull-Out/Taking-out of Awarded Items**

The winning bidder is required to take possession of the subject animals within five (5) working days after receipt of the Release Order, otherwise he shall be charged with daily storage fee in the amount equivalent to one percent (1%) of the floor price of the subject animals or **Five Hundred Pesos (₱ 500.00)** whichever is higher.

The highest winning bidder shall likewise be responsible for the cost of the transfer of the said properties.

**JOHNNY M. CONCON**  
Chairman, Bids and Awards Committee on Disposal



J. Notice to Proceed

The Notice to Proceed (NTP) shall only be issued once the highest and responsive bidder paid the full amount of the bid price. The Official Receipt (OR) showing the full payment of the bid price shall be presented to the Chief Administrative Officer (CAO) for the preparation of Release Order (RO) within five (5) working days upon receipt of the OR.

2

S u n d a y

2

S u n d a y

K. Roll-out/Striking-out of Awarded Items

The winning bidder is required to take possession of the subject animals within five (5) working days after receipt of the Release Order, otherwise he shall be charged with daily storage fee in the amount equivalent to one percent (1%) of the floor price of the subject animals or Five Hundred Pesos (P 500.00) whichever is higher.

9

9

The highest winning bidder shall likewise be responsible for the cost of the transfer of the said properties.

JOHNNY M. LONCON  
Chairman, Bids and Awards Committee on Disposal





Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 13  
Capitol Site, Butuan City 8600

Annex "A"

## BID PROPOSAL

\_\_\_\_\_  
Date

### THE CHAIRMAN

Bids and Awards Committee on Disposal  
DA – Caraga Region  
Capitol Site, Butuan City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the public bidding of animals for culling at RES-Trento in "As Is – Where Is" basis, hereunder is our bid offer as follows:

Lot No.	Description	Bid Price
	Ducks Breed: Itik Pinas No. of Heads: 968 Age : 2.5-3.33 years old	_____

Total amount of Bid Proposal (in words and in figure):

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

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name of Bidder

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact No.