



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

INVITATION TO BID

ITB No: 2024-04

Date : 12/26/2024

Dear Sir/Madam:

Department of Agriculture-Caraga through the Bids and Awards Committee on Disposal invites prospective bidders for a **Public Auction of 300 heads Culled Chicken in "As Is - Where Is" basis.**

If interested, place your Bid Proposal together with the corresponding Bid Bond equivalent to 10% of the total bid in a sealed envelope indicating the ITB Bid Number, your name, address and contact number/s on or before **January 13, 2025 at 10:00 AM at RES-Tagbina, Surigao del Sur or at DA Regional Office, Capitol Site, Butuan City.**

A complete set of the Bid Proposal Form Instruction to Bidders (ITB) with Bid Proposal Form can be acquired at RES-Tagbina, Surigao del Sur or at Gen. Services Section (GSS) and can be downloaded at DA Website (www.da.caraga.gov.ph). Unsigned proposal, proposal below the floor price and those without the corresponding bid bond shall be disqualified.

For more details, please refer to Instruction to Bidders.

Very truly yours,

JOHNNY M. CONCON
Chairperson, BAC on Disposal



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INSTRUCTION TO BIDDERS

Attachment to ITB No. 2024-04

Public Auction of 300 heads Culled Chicken

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-Tagbina personnel from January 8-10, 2024 between 10:00 - 11:30 AM and 1:00 to 3:00 PM.

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-Tagbina, Surigao del Sur or at Gen. Services Section. It must be secured prior to the Opening of Bids.

D. Floor Price

A floor price of the animal for culling has been set to **₱ 100.00/head**.

E. Schedule of Public Auction

The public auction shall be conducted on an "As Is, Where Is" basis on **January 13, 2025 at 10:00 A.M.** at RES-Tagbina, Surigao del Sur.



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F. Submission of Bids

- a. The bid must be submitted using the prescribed Bid Proposal Form to RES-Tagbina, Surigao del Sur or at Gen. Services Section (GSS), 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 GSS where bidders should place their bids. The bid proposal shall be signed by the bidder or his duly authorized representative. Unsigned bids shall be disqualified and shall not be accepted.
- b. Bids submitted below the floor price, unsigned bids and bids without the corresponding Bid Bond shall be disqualified and shall not be accepted.
- c. Deadline for submission of bids is on **January 13, 2025 at 9:59 A.M.** at RES-Tagbina, Surigao del Sur. 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 BAC on Disposal, Disposal Committee, bidders who choose to attend and witness by COA or its representative.
- b. A bid submitted cannot be changed or withdrawn after the deadline of submission of bid.
- c. An Abstract of Bids shall be prepared by the BAC on Disposal.
- d. Should there be a tie in the highest offered price, the concern bidders shall "draw-lots or toss coin" to break the tie.
- e. The Department of Agriculture reserves the right to reject any or all bids, waives any defects contained therein without any reason and will accept the offer most advantageous to the government. Further, the Agency assumes no obligation whatsoever to compensate or indemnify the bidder for any expense or loss they may incur in participating in this undertaking nor does guarantees that an Award will be made.



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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 per lot. A bid without Bid Bond or below the required amount shall be disqualified. The 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 bid 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 be awarded to the next highest bidder.

J. Notice of Proceed

The Notice of 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 OR.

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

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



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

JOHNNY M. CONCON
Chairperson, BAC on Disposal



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Annex A

BID PROPOSAL

_____ Date

THE CHAIRPERSON

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 Auction of 300 heads Culled Chicken in "As Is – Where Is" hereunder is our bid offer:

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

Enclosed is a bid bond which is equivalent to ten percent (10%) of my total bid price in the amount of ₱ _____

Very truly yours,

Signature over Printed Name of Bidder

Address
