



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

## INVITATION TO BID

ITB No: 2023-04

Date : 07/11/2023

Dear Sir/Madam:

Department of Agriculture-Caraga thru the Bids and Awards Committee on Disposal invites prospective bidders for a **Public Bidding of Various Unserviceable Office, (ICT, Agricultural Equipment) and Vehicle Parts 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 amount in a sealed envelope indicating the ITB Bid Number, your name, address and contact number/s on or before **July 20, 2023 at 9:00 AM** at DA Regional Office, Capitol Site, Butuan City.

A complete set of the Bid Proposal Form and Instruction to Bidders (ITB) can be acquired at DA Regional Office prior to the Opening of Bids. Unsigned proposal and 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. 2023-04

Disposal of Various Unserviceable Equipment  
(Office/ICT/Agricultural) and Vehicle Parts

**A. Qualification of Bidders**

Sole proprietor, partnership and or corporations are qualified to participate in the bidding, subject to the submission of qualification documents as follow;

- SEC Registration for corporation
- DTI Registration Certificate and valid Business Permit for sole proprietorship
- Certificate of Authorization must be submitted by the representative issued by the President/General Manager/Governing Board/Owner of the firm/company, as may be applicable, authorizing him/her to speak for, sign and submit bids in behalf of the Owner or officer of the firm/company.

**B. Inspection of Unserviceable Properties**

Unserviceable properties for sale are available for viewing and inspection during office hours with the assistance of DA personnel from **July 17-19, 2023 between 10:00-11:30 AM and 1:00-3:00 PM** at DA-Caraga, Butuan City.

Prospective bidders must ensure that they have inspected the unserviceable properties prior to the date of the 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 Gen. Services Section. It must be secured prior to the Opening of Bids.

**D. Floor Price**

Item Name/Description	Quantity	FLOOR PRICE
<b>Various Unserviceable Equipment (Office/ICT/Agricultural) and Vehicle Parts</b>	<b>1 lot</b>	<b>₱ 34,215.00</b>



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Items included are of 5 pcs. Netbook, 5 pcs. Computer Laptop, 12 pcs. Computer Monitors, 3 units Refrigerator, 3 units TV, 4 units Aircon, 1 unit Farm Tractor, 1 unit Generator Set, 3 pcs. Liquid Nitrogen Tank, 4 units Photocopier Machine and 20 pcs. car battery. Approximate weight for Steel Solid and Steel Light are capped at 200 kilograms each, Cola at 100 kilograms and Plastic at 50 kilograms.

In excess of the approximate weight or quantity per item, a fixed buying price is set to determine the final amount of sale.

- Steel Solid - ₱ 16.50/kg.
- Steel Light - ₱ 10.00/kg.
- Cola - ₱ 3.00/kg.
- Plastic - ₱ 7.50/kg.
- Car Battery - ₱ 300.00/pc.

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

The public bidding shall be conducted on an “as is, where is” basis on **July 20, 2023 at 9:00 A.M.** at DA Regional Office, Capitol Site, Butuan City.

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

- a. The bid must be submitted using the prescribed Bid Proposal Form to the 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. The bid proposal shall be one (1) consolidated bid.
- c. Bids submitted below the floor price, unsigned bids and bids without the corresponding Bid Bond shall be disqualified and shall not be accepted.
- d. Deadline for submission of bids is on **July 20, 2023 at 8:59 P.M.** at DA Regional Office, Capitol Site, Butuan City. 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 and the bidders who choose to attend and witness by COA representative.



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- 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.

#### **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. 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 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 the Deed of Sale and the Release Order within five (5) working days upon receipt of the OR.



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

The winning bidder is required to take possession of the subject properties 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 equipment/properties 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 various unserviceable equipment.

  
**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 "As Is – Where Is" public bidding of Various Unserviceable Equipment and Vehicle Parts hereunder is our bid offer as follows:

Item Name/Description	Quantity	BID PRICE
<b>Various Unserviceable Equipment (Office, ICT, Agricultural) and Vehicle Parts</b>	<b>1 lot</b>	

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

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