



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

INVITATION TO BID

ITB No : 2024-02

Date : 03/18/2024

Dear Sir/Madam:

The Department of Agriculture-Caraga through its Bids and Awards Committee on Disposal invites prospective bidders for a **Public Auction of three (3) heads culled Sheep in "As Is - Where Is" basis.**

If interested, Bid Proposal Form is available at RES-Trento and submit accomplished form with the required bid bond in a sealed envelope indicating the ITB Bid Number, your name, address and contact number/s on or before **March 25, 2024 at 1:00 in the afternoon.**

For more details, please refer to Instruction to Bidders.

Very truly yours,

JOHNNY M. CONCON
Chairperson, BAC on Disposal



INSTRUCTION TO BIDDERS

Attachment to ITB No. 2024-02

Disposal of three (3) heads culled Sheep at RES-Trento

A. Qualification of Bidders

Any interested individuals are qualified to participate in the bidding,

B. Inspection of Unserviceable Properties

The sheep are available for viewing and inspection during office hours with the assistance of RES-Trento personnel from **March 21-22, 2024 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 until the time of public auction.

C. Bid Form

The bid proposal 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 for 3 heads Sheep is set at **₱ 82.00/kilo** with an approximate weight of 35-37 kgs. per sheep. The winning bidder shall pay the additional amount if actual weight exceeded the approximate weight.

E. Schedule of Public Bidding

The public bidding shall be conducted on an **"As Is - Where Is"** basis on **March 25, 2024 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 and be placed inside a 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 must be signed by the bidder or his duly authorized representative.

b. The bid proposal shall be in **one (1) lot**.



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- 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 **March 25, 2024 at 12:59 P.M.** at RES-Trento. 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 BAC on Disposal, Disposal Committee, bidders who choose to attend and witness by COA representative/s.
- 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 Disposal Committee.
- d. Should there be a tie in the highest offered price, the concern bidders shall “draw-lots” or “toss a coin” 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 pay the bid price in full within five (5) calendar days upon receipt of Notice of Award. In case of failure of payment within the required period, the award shall be cancelled, bid bond shall be forfeited and be awarded to the next highest bidder.



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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 then 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 culled 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
Chairperson, BAC on Disposal



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 three (3) heads culled Sheep at RES-Trento in "As Is - Where Is" basis, hereunder is our bid offer:

Lot No.	Description	Bid Price (per kilo)
1	Sheep 1.)Breed: Katahdin Sex: Female Age: 7 years and 9 mos. Tag: WPR44 Approx. Weight: 37 kgs.	_____
	2.)Breed: Katahdin Sex: Female Age: 7 years and 9 mos. Tag: NF2206 Approx. Weight: 37 kgs.	_____
	3.)Breed: Katahdin Sex: Male Age: 5 years and 8 mos. Tag: T003 Approx. Weight: 35 kgs.	_____



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Total Bid Price for the 3 Sheep (in words) :

Very truly yours,

Signature over Printed Name of Bidder

Address

Contact No.