



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

INSTRUCTION TO BIDDERS

Attachment to ITB No. 2023-03

Disposal of Unserviceable Vehicles

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 in charge from **May 8-9, 2023 between 10:00-11:30 AM and 1:00-3:00 PM** at the ILD-Taguibo, 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

A floor price of the seven (7) unserviceable vehicles has been set in **one (1) lot amounting to ₱190,000.00** per Appraisal Review Report by COA RFO 13-Regional Technical Services.

E. Schedule of Public Bidding

The public bidding shall be conducted on an “as is, where is” basis on **May 10, 2023 at 9:00 A.M.** at DA Regional Office, Capitol Site, Butuan City.



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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 **May 10, 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.
- 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" 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. A bid without the corresponding Bid Bond or below the required amount shall be disqualified;



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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.

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 unserviceable vehicles.

JOHNNY M. CONCON
Chairperson, BAC on Disposal



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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 "As Is – Where Is" public bidding of unserviceable vehicles, hereunder is our bid offer as follows:

Lot No.	Item Name/Description	BID PRICE
1	Seven (7) units of unserviceable vehicles;	
	-Mitsubishi Adventure 2004 Plate No. XLP-211	_____
	-Mitsubishi L200 Plate No. SEE-965	_____
	-Sportage Wagon Plate No. SJJ-600	_____
	-Toyota Mini Cruiser Plate No. SBD-527	_____
	-Mitsubishi L300 Plate No. SEZ-568	_____
	-Mitsubishi Pajero Plate No. SER-794	_____
	-FAW 14 Cargo Truck Plate No. VA 0773	_____



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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 Number