



PROPERTY DISPOSAL COMMITTEE

INVITATION TO BID

PPDC-IB No. 2020-07-001

Date: July 23, 2020

To Whom It May Concern:

Please quote your offer price for the properties indicated in the attached list and submit your written proposal with your name, signature, company name (if any), address, and contact numbers on or before July 28, 2020, 10:00AM. Place your proposal in a sealed envelope indicating the above PPDC-IB number, your name, address and contract numbers.

The Property Disposal Committee reserves the right to accept or reject any or all bid, including that of a single eligible bid, and to annul the bidding process at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For details, please see attached Instruction to Bidder (IB).

Very truly yours

JOSEF ROD L. ILOGON
Senior TESD Specialist
PDC Chairperson



LIST OF PROPERTIES FOR DISPOSAL

PARTICULARS	PROPERTY NUMBER	QUANTITY	AMOUNT
Furniture's and Fixtures			
Air conditioner, Koppel 2hp window type, manual	RO-222-167 A	1	200.00
Air conditioner, Condura, quiet series, 2 HP	RO-222-137 B	1	200.00
Water Dispenser, hot and Cold	SSP-RO-221-03 RO-221-54	2	25.00
TV colored 14" screen, SANYO Model 31C475P, cable ready w/ remote control, ready with remote control, S#66941187	RO-229-20	1	10.00
LCD-TV, 23" Samsung	SSP-BUK-229-03	1	50.00
PC Speaker, Altex Lansing Powercube, 45.1, black	RO-IT-290-15	1	35.00
		Sub-total	520.00
ICT Equipment			
Laptop computer	RO-223-88, RO-223-97, RO-102-223-03, RO-223-125	6	200.00
Desktop Computer, set	SSP-RO-223-15A SSP-RO-223-19	2	100.00
Mobile Phone, Samsung Galaxy, 19205, Mega 6.3, Smart Phone	RO-229-66	1	50.00
Scanner, Genius, HRGX, S#ZP4794401444	RO-223-77	1	40.00
Printer, HP 2515 printer, 3 in-1 (print scan-fax)	RO-223-100 A	1	20.00
Printer, LaserJet, HP	RO-223-86	1	20.00
Overhead Projector		1	100.00
UPS	SSP-RO-223-20B SSP-RO-223-20E	2	50.00
Automatic voltage Regulator		5	20.00
Barcode Scanner <i>(functional)</i>	RO-290-21	22	400.00
		Sub-total	1,000.00
Other Equipment			
Junior Ergonomic, high back with armrest, color black	RO-222-164 B	1	15.00
Executive chair, high back rest, wide model: ac012a, black	RO-222-168 D	1	15.00
Telephone Set	RO-229-69	3	30.00
Fire Extinguisher, 5 lbs., ABC Brand	RO-231-02 C-D	2	25.00



PARTICULARS	PROPERTY NUMBER	QUANTITY	AMOUNT
Typewriter, manual	RO-221-10 RO-221-11 RO-221-15	3	150.00
Emergency Light, wall mounted, LED, dual Optics, firefly and Akari	RO-290-54A-55B	2	10.00
External Hard Drive, 1 Tera Byte	RO-223-109	1	5.00
Power Bank, 5100mAh, 2 USB output, PNY	RO-223-115	1	5.00
Calculator, power display, 12		6	20.00
Conference Microphone, desktop, gooseneck		10	50.00
LCD Projector Stand		1	25.00
Portable Vacuum Cleaner		1	5.00
Wall Clock		1	5.00
Coffee Maker		2	10.00
		Sub-total	370.00
Tapes			
VHS Tapes		72	25.00
		Sub-total	25.00
		GRAND TOTAL	1,915.00



INSTRUCTION TO BIDDERS

Disposal of Used/Unserviceable Properties

I. Inspection of Used/Unserviceable Properties

The used/ unserviceable properties for sale are available for inspection/ viewing until July 30, 2020, 2PM at TESDA Regional Office 10, Jupiter-Chavez St., Macasandig, Cagayan de Oro City.

II. Schedule of Public Auction

The public bidding shall be conducted on a one (1) lot and “as is, where is” basis by the TESDA Property Disposal Committee. Schedule of opening bids is on July 28, 2020, 10:00AM at the TESDA Regional Office 10, Jupiter Chavez St., Macasandig, Cagayan de Oro City.

III. Qualification of Bidders

Individuals, including TESDA employees, partnerships and/ or corporations are qualified to participate in the public auction, subject to the submission of qualification documents, as may be required by the Property Disposal Committee.

Duly authorized representative/s, if any, shall submit a certification issued by the President/ General Manager/ Governing Board/ Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

IV. Floor Price

Floor price of one (1) lot properties, has been set in accordance with accounting and auditing rules and regulations (please refer to the attached List of Properties for Disposal with Floor Price.

V. Submission of Bids

- a. The must be submitted using the company's/firm's personal letterhead to the TESDA Property Disposal Committee Secretariat at TESDA Regional Office 10, Jupiter Chavez St., Macasandig, Cagayan de Oro City in a sealed envelope and shall not be responsible for any tampering of bids that were not sealed.
- b. A Bid Bond amounting to not less than FOUR HUNDRED PESOS (Php400.00) in the form of cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the floor price and/ or without the corresponding Bid Bond shall be disqualified.
- c. A Tender Box shall be made available where bidders should place their bids; and
- d. Deadline of submission of bids is at July 28, 2020, 10:00AM. Bids submitted beyond said deadline shall not be accepted.

VI. Modification and Withdrawal of Bid

- a. A bidder may modify its bid after it has been submitted, provided that the modification is received by TESDA Property Disposal Committee prior to the deadline of submission of bids;



- b. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of withdrawal is received by the Committee prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; and
- c. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

VII. Opening of Bids

- a. The bids will immediately follow after the deadline of submission of bids in the presence of at least one (1) TESDA Property Disposal Committee member and the bidders who chose to attend;
- b. An Abstract of Bids shall be prepared by the TESDA Property Disposal Committee's Secretariat for signature of the committee members and approval of the Head of the Agency or his authorized representative.

VIII. Awarding of Bids

- a. Award shall be made to the highest bidder;
- b. In case of a tie, the Property Disposal Committee will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
- c. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award shall be required to pay the difference between said bidder's and that of the next highest bidder, shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to the Property Disposal Committee's other courses of action and remedies open to it.

IX. Payment

- a. One-time payment in cash shall be made within five (5) calendar days from the date of receipt of the Notice of Award;
- b. Payment through salary deduction, in case of winning bidders from TESDA staff shall not be allowed;
- c. An official Receipt shall be issued by TESDA covering the payment made by the winning bidder; and
- d. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings.

X. Pick-up/ Hauling of the Property by the Winning Bidder

- a. The winning bidder shall be given five (5) calendar days from receipt of the Notice to Proceed to pick-up and haul property;
- b. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder; and
- c. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.



XI. Forfeiture/ Return of the Bid Bond

- a. The Bid Bond shall be forfeited in favor of TESDA in the following instances:
 1. If the winning bidder refuses to accept the award;
 2. In case the winning bidder fails to make the payment within the prescribed period; and
 3. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period
- b. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

XII. Failure of Bidding

Failure of bidding shall be declared in the following instances:

If prospective bidders are declared ineligible, no bids are received, all bids fails to comply with the bid requirement, all bids is below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required.

CONFORME:

Name & Signature of Bidder's
Authorized Representative

Position

Date



The TESDA Property Disposal Committee

Submitted herewith is my bid proposal in response to the Invitation to Bid No. 2020-07-001 dated July 23, 2020 and its instructions to Bidders for the Disposal of Used/Unserviceable Properties:

Description	Floor Price	Bid Price
One (1) lot used/unserviceable properties consisting of furniture and fixtures, ICT equipment, other equipment and tapes	Php1,915.00	

It is understood that TESDA reserves the right to accept or reject any bid, including that of the single eligible bidder, waive any minor deviation in the bid which will not materially affect the substance of the bid and to annul the bidding process at any time prior to award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instruction to Bidders.

Very truly yours,

Signature : _____
Printed Name : _____
Company Name, if any: _____
Address : _____

e-mail address: _____
Tel./Fax/Mobile No.: _____
TIN No. : _____