

INVITATION TO BID

DISPOSAL OF UNSERVICEABLE PROPERTIES AND VEHICLES (RE-BID)

The Nayong Pilipino Foundation, through its Disposal Committee, invites all interested bidders to bid for **Unserviceable Properties and Vehicles (Re-Bid of Lot 1-A, Lot 3, Lot 6 and Lot 7) (Bid of Lot 1-B)** on an **“AS IS WHERE IS”** basis as indicated below:

LOT NO.	PARTICULARS /DESCRIPTION	QTY	UNIT	FLOOR PRICE (inclusive of VAT)	LOCATION
1-A	Furniture and Fixtures – Part A	1	Lot	PHP 240,399.17	Clark, Pampanga
1-B	Furniture and Fixtures – Part B	1	Lot	PHP 262,355.50	Clark, Pampanga
3	E. Devices	1	Lot	PHP 94,782.89	Clark, Pampanga
6	Props, Instruments and Costumes	1	Lot	PHP 137,420.70	Clark, Pampanga
7	Pending Unserviceable Properties since 2019	1	Lot	PHP 16,231.92	Clark, Pampanga

**Please see attached Inventory and Inspection Report on Unserviceable Property (IIRUP) for more details.*

**Bids lower than the floor price shall be automatically rejected.*

SCHEDULE OF ACTIVITIES:

ACTIVITIES	SCHEDULE
Posting and Issuance of Bid Documents	April 25, 2022 to May 04, 2022, 09:00AM-03:00PM
Site Inspection of Prospective Bidders	April 26, 2022 to May 04, 2022, 09:00AM-03:00PM
Pre-Bid Conference via Zoom	April 29, 2022, 02:00PM
Deadline of Submission of Bids of Eligibility Documents Financial Bid, and Bid Bond	May 04, 2022, 04:00PM
Opening of Bids	May 05, 2022, 10:00AM

BIDDING MECHANICS:

- Bid documents may be acquired personally by interested bidders starting April 25, 2022 to May 04, 2022 at 09:00 AM-03:00 PM from NPF Disposal Committee Secretariat at the following NPF offices:
 - Centennial Road, Clark Freeport Zone, Mabalacat City, Pampanga
 - Plaza San Luis Complex, General Luna Street, Intramuros, Manila

It can also be downloaded through the NPF website.

- Conduct of Pre-Bid Conference shall be held virtually thru Zoom and shall be open to all prospective bidders. Link of the Pre-Bid Conference may be requested through the NPF-Disposal Committee Secretariat at procurement@nayongpilipino.gov.ph.

3. Bidders shall comply with the following below documentary requirements enclosed on a sealed and properly labeled envelope.

Eligibility Documents (1st Envelope):

1. **Invitation to Bid which shall be signed for each and every page.**
2. **Business/Mayor's Permit of the current year;**
3. **Department of Trade and Industry (DTI) Business Name Registration / SEC Registration;**
4. **BIR Certificate of Registration**
5. **Two (2) valid government primary ID, to wit:**

<ul style="list-style-type: none"> • Passport • SSS ID • GSIS ID • Driver's License • PRC ID • OWWA ID • IDOLE Card • Voter's ID • Voter's Certification from the Officer of Election with Dry Seal 	<ul style="list-style-type: none"> • Firearms License • Senior Citizen ID • PWD ID • NBI Clearance • Alien Certification of Registration or Immigrant Certificate of Registration • PhilHealth ID • Government Office ID • Integrated Bar of the Philippines IDD
<p><i>(Please take note that Cedula is not allowed.)</i></p>	

Or for individual:

1. **Certificate of Employment (if applicable) and**
2. **Copy of the Tax Identification Number**
3. **Two (2) valid government primary IDs, to wit:**

Note: Only one (1) set of eligibility documents shall be submitted for all the lots to be bid.

Financial Bid (2nd Envelope):

- **Three (3) original copies of the signed Bid Form; and**

Bid Bond (3rd Envelope):

- **Bid Bond in the form of cash, manager's check or cashier's check acquired from a reputable bank with an amount equitable to at least ten percent (10%) of the floor price for the lot to be bid.**

Note: The bid bond for every lot to be bid shall be in separate envelopes.

4. The envelope should be securely sealed, signed on the flap, and marked as follows:

TO: **GERTRUDES DURAN-BATOCABE**
Chairperson, NPF Disposal Committee
Plaza San Luis Complex, General Luna Street,
Intramuros, Manila

FROM: <NAME OF THE BIDDER>
<ADDRESS OF THE BIDDER>

RE: <LOT NO/s. AND LOT DESCRIPTION/S>

5. All bids must be accompanied by the Invitation to Bid with the signature of the authorized representative on each and every page as proof of understanding the mechanics of the bidding.


6. All bidders shall post a bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank with an amount equitable to at least ten percent (10%) of the floor price for the lot to be bid. All checks should be payable to the Nayong Pilipino Foundation.
7. An Acknowledgement Receipt (AR) will be issued upon submission of the bid documents and bid bond.
8. Bidders shall conduct a site inspection of the properties to be disposed on April 26, 2022 to May 04, 2022, 09:00AM-03:00PM at NPF Centennial Road, Clark Freeport Zone, Mabalacat City, Pampanga.
9. Bids must be duly received by the NPF Disposal Committee Secretariat **through manual submission** on or before May 04, 2022, 04:00PM at the following NPF's office address:
 - Centennial Road, Clark Freeport Zone, Mabalacat City, Pampanga
 - Plaza San Luis Complex, General Luna Street, Intramuros, Manila

Opening of bids will happen on May 05, 2022, 10:00AM. Bids will be opened in the presence of the bidder's representatives who choose to attend. Late bids will not be accepted.

10. The three (3) envelopes containing the eligibility documents, bid form, and bid bonds should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tender that is not in prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time of the opening of bids shall be considered defective bids which automatically disqualify the respective bidder.
11. **The floor price is inclusive of 12% Value Added Tax.**
12. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
13. The highest bidder wins (bids above the floor price). Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.'
14. The winning bidder shall pay the bid bond and shall submit a photocopy of the Acknowledgment Receipt (AR) to the NPF Disposal Committee Secretariat before issuance of the Notice of Award. Bid bond/s of losing bidder/s shall be returned ten (10) working days from the declaration of the winning bidder.
15. The winning bidder's bond shall automatically be considered as a partial payment and the balance shall be paid in full in the form of cash, manager's check or cashier's check acquired from a reputable bank within five (5) working days from the receipt of the Notice of Award. Issuance of the Official Receipt (OR) will only be upon complete payment.
16. 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. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
17. The Official Receipt (OR) showing full payment of the bid shall be presented to the NPF Property Section Unit Head which shall serve as the basis for the preparation of the Gate Pass.

18. The winning bidder shall be responsible for the expenses incidental to the cost of weighing and hauling of the items subject for disposal. The winning bidder has five (5) working days to clear the area where the items are located. 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 and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.
19. Failure of bidding shall be declared in the following instances:
 - a. if all prospective bidders are declared ineligible;
 - b. only one (1) bid or no bids are received;
 - c. all bids fail to comply with the bid requirements;
 - d. all bids are below the floor price;
 - e. the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.
20. If there is only one (1) bid received, the bid, if sealed, shall not be opened.
21. In case of failure of the second bidding for Lot 1-A, Lot 3, Lot 6 and Lot 7, the Foundation may dispose the same through negotiated sale.
22. Nayong Pilipino Foundation reserves the right to accept or reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

For queries and concerns, please email the NPF Disposal Committee Secretariat at procurement@nayongpilipino.gov.ph.


GERTRUDES DURAN-BATOCABE
 Chairperson, NPF Disposal Committee

CONFORME:			
Name of the Bidder and Signature		Company	Date