



### INVITATION TO BID

BMB Disposal Committee

No. 2020-01

The Biodiversity Management Bureau (BMB) Disposal Committee hereby invites all interested parties to participate in the public auction of the following lots on an “As-Is Where-Is” basis as indicated below:

LOT	ITEM/DESCRIPTION	LOCATION	FLOOR PRICE
	2 units Motor Vehicles: <ul style="list-style-type: none"><li>• Mitsubishi Pajero with (Plate No.: SDC-474)</li><li>• Mitsubishi Pajero with (Plate No.: PLM-270)</li></ul> 4 units Motorcycle <ul style="list-style-type: none"><li>• Suzuki TSR 125 with (Plate No.: SE-7563)</li><li>• Suzuki TSR 125 with (Plate No.: SE-7507)</li><li>• Suzuki TSR 125 with (Plate No.: SE-7573)</li><li>• Suzuki TSR 125 with (Plate No.: SE-7583)</li></ul> 1 unit Trailer	Material Recovery Facility (MRF)	<b><u>PHP 16,160.00</u></b>

Please quote your offer price for the various items indicated in the attached list and submit your proposals using the attached printed Bid Proposal Form or you may use your company's logo/letterhead with the company's authorized representative's name, signature, address and contact numbers. Submit the duly accomplished proposals on or before **November 26, 2020 at 1:00pm** at the BMDC Procurement Management Unit, Ground Floor, Administrative & Finance Bldg., Ninoy Aquino Parks & Wildlife Center, Quezon Avenue, Diliman Q.C. Place your bid proposals together with the bid bond amounting to **Five Hundred Pesos (P500.00)** in a sealed envelope with the Invitation to Bid No. above, name, address and contact numbers. unsigned proposals, proposals below the floor price and those without the corresponding bid bond shall be rejected.

Interested bidders may conduct outdoor inspection of the unserviceable PPE's on **November 16-18, 2020, 8:00am to 3pm only**. For Inquiry, please contact Mr. Bernardo C. Peña or Mr. Armando V. Ramos Jr. at Tel. No. 8924-6031 local 220.

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) BMB 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 Instructions to Bidders (ITB).

Very truly yours,

**AMELITA D.J. ORTIZ**

Assistant Director

Chairperson, Disposal Committee

**INSTRUCTION TO BIDDERS (ITB)**  
**Disposal of Used/Unserviceable Properties**  
**ITBid No. 2020-01**

**A. Inspection of Used/Unserviceable Properties**

The used/unserviceable properties for sale are available for inspection/viewing from **November 16-18, 2020, 8:00am to 3:00pm** at the Materials Recovery Facility (MRF) Ninoy Aquino Parks Wildlife Center, Quezon Avenue, Diliman Quezon City.

**B. Schedule of Public Auction**

The Public bidding shall be conducted on *a one (1) lot and "as is, where is" basis* by the BMB Disposal Committee (BMBDC). Schedule of opening of bids is on **November 26 2020, 1:30pm** at the BMB Conference Room, 2<sup>nd</sup> Floor, Administrative & Finance Office, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue Diliman Q.C.

**C. Qualification of Bidders**

Individuals, including BMB employees, sole proprietorships, 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 BMBDC such as Mayor's Permit/Barangay Permit for sole proprietorships and SEC registration for partnerships and corporations. For individuals, at least two (2) valid government issued ID's.

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.

**D. 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 with floor price).

**E. Submission of Bids and Bids Bonds**

1. The Bid must be submitted using the attached **Bid Original Form or the company's/firm's or personal letterhead** to the BMBDC Secretariat, Ground Floor Procurement Management unit, Administrative & Finance Office, Ninoy Aquino Parks & Wildlife Center, Quezon Avenue, Diliman Q.C., in a sealed envelope and be labeled with the **BMBDC-ITBid No. 2020-01, the bidder's name, address and contact number**; the BMBDC shall not be responsible for any tampering of bids that were not sealed;
2. A Bid Bond amounting to **Five Hundred Pesos (Php 500.00)** 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;
3. The winning bidder's bond shall automatically be considered as partial payment and the difference between the bid price and the bid bond shall be paid in full to the BMB Cashier in the form of cash, manager's check or cashier's check acquired from reputable bank within Metro Manila;
4. A Tender Box shall be made available where bidders should place their bids; and



5. Deadline of submission of bids is on December 10, 2020 at 1:00pm. Bids submitted beyond said deadline shall not be accepted.

**F. Modification and Withdrawal of Bid**

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the BMBDC prior to the deadline of submission of bids;
2. 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 BMBDC 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
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

**G. Opening of Bids**

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least three (3) BMBDC member's provided that the presence of the Chairperson & Vice-Chairperson shall be required and the bidders who chose to attend;
2. An Abstract of Bids shall be prepared by the BMBDC Secretariat for signature of the BMBDC members and approval of the Head of the Agency or his authorized representative.

**H. Awarding of Bids**

1. Award shall be made to the highest bidder;
2. In case of a tie, the BMBDC will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. 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 BMBDC's other courses of action and remedies open to it.

**I. Payment**

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of receipt of the Notice of Award;
2. Payment through salary deduction, in case of winning bidders from BMB, shall not be allowed;
3. An Official Receipt shall be issued by the BMB Cashier's Unit covering the payment made by the winning bidder; and
4. 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.

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

1. The winning bidder shall be given **five (5) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and

3. 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.

**K. Forfeiture/Return of the Bid Bond**

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

**L. Failure of Bidding**

Failure of bidding shall be declared in the following instances:

If the prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, 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

# BID PROPOSAL

## The Chairperson BMB Disposal Committee

Submitted herewith is my bid proposal in response to the Invitation to Bid No.: 2020-01 dated November 10, 2020 and its instructions to Bidders for the Disposal of Used/Unserviceable Properties:

LOT	DESCRIPTION	FLOOR PRICE	BID PRICE
1	2 units Motor Vehicles: <ul style="list-style-type: none"> <li>• Mitsubishi Pajero with (Plate No.: SDC-474)</li> <li>• Mitsubishi Pajero with (Plate No.: PLM-270)</li> </ul> 4 units Motorcycle <ul style="list-style-type: none"> <li>• Suzuki TSR 125 with (Plate No.: SE-7563)</li> <li>• Suzuki TSR 125 with (Plate No.: SE-7507)</li> <li>• Suzuki TSR 125 with (Plate No.: SE-7573)</li> <li>• Suzuki TSR 125 with (Plate No.: SE-7583)</li> </ul> 1 unit Trailer	<b><u>PHP 16,160.00</u></b>	

It is understood that BMB reserves the right to accept or reject any bid, including that of the single 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 Instructions to Bidders.

Very truly yours,

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Company Name, if any: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Tel./Fax : \_\_\_\_\_  
 TIN : \_\_\_\_\_

## BIODIVERSITY MANAGEMENT BUREAU **LIST OF UNSERVICEABLE EQUIPMENT FOR DISPOSAL**

[illegible]

Company Name \_\_\_\_\_

Address

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Printed Name/Signature of Junkshop Bidders

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Telephone No./Cellphone No.

Date \_\_\_\_\_