



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

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, 2nd 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

