

**INVITATION TO BID  
Bid Reference Number 2025-002****SALE OF UNSERVICEABLE PROPERTIES THRU PUBLIC AUCTION**

The **NATIONAL FOOD AUTHORITY CAGAYAN VALLEY REGIONAL OFFICE** through its Fixed Asset Disposal Committee (**FADC**) invites **ALL INTERESTED PARTIES** to submit **SEALED OFFERS** for the auction of the following unserviceable office equipment on **May 27, 2025, Monday, 10:00AM** at Regional Office Conference Room, Second Floor, NFA Building Brgy. Mabini, Santiago City:


LOT NO.	Estimated Qty./Kg	Particulars/Description	Location	Minimum Bid Price/kg
1	2	Notebook Computer	NFA REGIONAL OFFICE 02	P10.00
	119	Airconditioning unit package type Koppel		P13.00
	119	Airconditioning unit package type Daikin		P13.00
	22	Ethona Digital Duplicator		P10.00
	22	FujixeroxBilochun Series		P10.00

The sealed envelope should be properly marked and must contain the following:

- A. Photocopy of the following documents:
  1. **One (1) Valid ID**
  2. **If bidder is engaged in business, Mayor's or Business Permit**
  3. **Special Power of Attorney (SPA) in case of authorized representative**
- B. **Three (3) copies duly accomplished TENDER FORM.** Any erasures or interlineations shall be avoided or duly initialled.
- C. **An AUCTION BOND equivalent to ten percent (10%) of the total amount of bid offer**

Interested bidders may conduct ocular inspection from May 20-26, 2025, weekdays, from 8:00 AM to 5:00 PM only.

Tender Forms shall be furnished by this Office on May 20-26, 2025. The Sealed Offers shall be submitted to the Fixed Asset Disposal Committee c/o **MS. JENNELYN G. PASAY-AN** not later than 10:00AM of May 27, 2025.

  
**JENNELYN G. PASAY-AN**  
Assistant Regional Manager II/  
Chairperson, FADC



# NATIONAL FOOD AUTHORITY

Cagayan Valley Region  
Regional Office



Maharlika Highway, Mabini, Santiago City 3311

[region2@nfa.gov.ph](mailto:region2@nfa.gov.ph)

## TERMS & CONDITIONS

1. All interested bidders shall present original (for authentication purposes) and submit the following documents:
  - a. One (1) Valid ID
  - b. If bidder is engaged in business, Mayor's or Business Permit
  - c. Special Power of Attorney (SPA) in case of authorized representative;
2. The tender shall be on a "**AS-IS-WHERE-IS**" and **NO SELECTION basis**. Offers lower than the Minimum Bid Price (MBP) shall not be accepted;
3. The sealed offer will be publicly opened at the place and time as mentioned in the presence of all bidders or their authorized representative/s;
4. The highest complying bidder shall be determined from the offer tendered. **Do not leave any blank entries** on the tender form or the form will be declared null and void. Auction tenders that are not in the prescribed form and/or not accompanied by auction bonds at the time of the opening of the bids are considered defective bids. Said bids are automatically disqualified;
5. The **AUCTION BOND** equivalent to **ten percent (10%)** of the amount of tender offered in the form of CASH shall be submitted to the Disposal Committee together with the sealed offer;
6. The auction bond shall be considered as partial payment and the difference between such payment and the offered auction price shall be paid in the form of cash within five (5) working days from the date of the **Notice of Award**;
7. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award;
8. Withdrawal of the awarded items shall be made and completed within five (5) working days from receipt of Authority to Withdraw. Failure to claim the properties within the specified period shall cancel the award. Unjustified failure to withdraw the properties within the fixed period set shall be grounds for the forfeiture of the auction bond;
9. All incidental expenses incurred in the dismantling and transfer like handling, hauling, towing and other activities relative to the withdrawal of awarded items shall be borne by the AWARDEE. The NFA shall be free from any responsibility except in overseeing that such items bought by the AWARDEE are transferred and withdrawn orderly;







# NATIONAL FOOD AUTHORITY

Cagayan Valley Region  
Regional Office



Maharlika Highway, Mabini, Santiago City 3311

[region2@nfa.gov.ph](mailto:region2@nfa.gov.ph)

10. When two (2) or more complying bidders have identical offers, public auction by viva voce between those who made identical auctions shall be resorted to at a price not less than the offered auctions, immediately on the same day if both bidders or their authorized representative are present physically.
11. The Fixed Assets Disposal Committee reserves the right to reject any or all bids, to waive any informalities or defects found therein and accept only offers which in its judgment are most reasonable and advantageous to the NATIONAL FOOD AUTHORITY. The decision of the Committee as confirmed by the Regional Manager II shall be deemed final.

  
**JENNELYN G. PASAY-AN**

Assistant Regional Manager II/  
Chairperson, FADC