

Invitation to Bid

**DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS OF
NFA CENTRAL LUZON REGIONAL OFFICE**
2024-NFA-DISP-REGIII-001

The NFA-CLRO through its Fixed Assets Inventory, Evaluation and Disposal Committee is inviting interested parties to submit SEALED OFFERS for the bidding of unserviceable properties and waste materials on December 26, 2024, 10:00 AM at the NFA CLRO Conference Room.

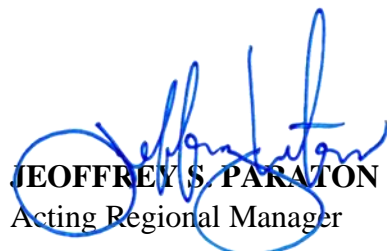
Hereunder are the unserviceable properties and waste materials which are located at NFA CLRO Compound, Maharlika Highway, Zulueta Dist., Cabanatuan City:

Item	No. of Units	Minimum Bid Price
Furniture & Fixtures	3	Php 10,500.00
Office Equipment	7	
Semi-Expendable Equipment	53	

Please quote your best offer subject to the Terms and Conditions provided in this Invitation to Bid.

Interested parties shall pay a non-refundable bidding fee amounting to Php500.00 at the NFA CLRO Cashier's Office.

For more details, please see attached Instruction to Bidders or contact Mr. ESTER ARLYN C. CID through email gs_nfar3@gmail.com and/or mobile number +639369273621.


JEFFREY S. PARATON
Acting Regional Manager

Instruction to Bidders

DISPOSAL OF UNSERVICEABLE PROPERTIES AND WASTE MATERIALS NFA CENTRAL LUZON REGIONAL OFFICE

2024-NFA-DISP-REGIII-001

I. QUALIFICATION OF BIDDERS

Individuals, sole proprietors, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of documents as stated in this ITB; and duly authorized representative/s, if any, shall submit a certification issued by the authorized officials/officers/owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

NFA officials and employees shall not be allowed, directly or indirectly to participate in the public bidding of unserviceable properties, equipment and materials. This prohibition shall continue to apply for a period of one (1) year even after resignation, retirement, or separation from the agency.

II. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES

Unserviceable properties and waste materials for sale are available for viewing from December 23, 2024 to December 26, 2024, from 8:00 AM to 5:00 PM (Except Saturdays, Sundays, and Holidays) at the NFA-CLRO Cabanatuan City

A certificate of inspection shall be issued to prospective bidders who will inspect the unserviceable properties and waste materials.

III. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on “AS IS”, “WHERE IS” and “NO SELECTION, TAKE ALL” basis on December 26, 2024, 10:00 AM at NFA CLRO Conference Room.

IV. FLOOR PRICE

A floor price of the Unserviceable Properties and Waste Materials has been set in accordance with accounting rules and regulations amounting to Ten Thousand Five Hundred Pesos Only (Php10,500.00).

V. SUBMISSION AND OPENING OF BIDS

Bids must be duly received by the Committee through manual submission at the office address on or before December 26, 2024, 10:00 AM. Late bids shall not be accepted.

Bidders shall submit their Bid Tender Form along with the Bidding Fee amounting to Php500.00 to the NFA-CLRO in a single envelope containing the following:

- a. Letter of Intent to participate in the public bidding duly signed by the bidder or his/her duly authorized representative
- b. Certificate of Inspection
- c. Latest Mayor's Permit, if applicable
- d. DTI / SEC Registration, if applicable
- e. Bids must be accompanied by bidder's bond of at least 10% of the total bid price in cash, manager's check or cashier's check, which shall be receipted by a provisional receipt only.
- f. Photocopy of any government issued ID for Bidder or photocopy of any government issued ID of authorized representative and authorization letter for said representative of Bidder.

VI. MODIFICATION AND WITHDRAWAL OF BIDS

A bidder may modify its bid after it has been submitted, provided that the modification is received by the committee prior to the deadline of submission of bids.

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 FAIED Committee prior to the deadline of submission of bids.

Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

VII. AWARDING

Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the ITB;

In case of tie, the Committee will resort to non-discretionary (toss coin or draw lots) to determine the winning bidder;

If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, and so on and so forth.

VIII. PAYMENT

The winning bidder shall effect full payment within three (3) working days upon receipt of Notice of Award of Sale, otherwise the bidder's bond shall be forfeited.

IX. WITHDRAWAL OF ITEMS

The winning bidder shall withdraw the items bid within five (5) working days from receipt of authority to withdraw. Otherwise, the award may be cancelled, and the bond shall be forfeited.

BID TENDER FORM

Date: _____

Bidder / Company Name: _____

Address: _____

JEOFFREY S. PARATON

Acting Regional Manager

NFA-Central Luzon Regional Office

**SUBJECT : BIDDING FOR THE DISPOSAL OF UNSERVICEABLE
PROPERTIES AND WASTE MATERIALS OF NFA CENTRAL
LUZON REGIONAL OFFICE**

Submitted herewith is my Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Instructions to Bidders.

Item Name / Description	Bid Price
One (1) Lot of Unserviceable Properties and Waste Materials	

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

TERMS AND CONDITIONS

1. The offer shall be on “**AS IS, WHERE IS**” and “**NO SELECTION, TAKE ALL**” basis.
2. A non-refundable bidding fee amounting to Php500.00 shall be paid to be eligible to participate in the public bidding.
3. The sealed offers will be publicly opened at the same time and place aforementioned in the presence of all offerors or their authorized representatives.
4. Bids shall be accompanied by the following documents:
 - a. Letter of Intent to participate in the public bidding duly signed by the bidder or his/her duly authorized representative
 - b. Certificate of Inspection
 - c. Latest Mayor’s Permit, if applicable
 - d. DTI / SEC Registration, if applicable
 - e. Photocopy of any government issued ID for Bidder or photocopy of any government issued ID of authorized representative and authorization letter for said representative of Bidder.
5. A bidder’s bond equivalent to at least 10% of the total bid price in cash, manager's check or cashier's check, which shall be receipted by a provisional receipt only.

6. In the absence of the registered bidder, a representative is authorized to transact business for the particular bidding provided he/she must present Special Power of Attorney (SPA) in case of individuals or single proprietorship or a board resolution if representing a corporation/cooperative or partnership.
7. Bidder's bond of non-winning bidder shall be returned immediately after the winning bidder has been determined.
8. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the ITB.
9. The winning bidder shall effect full payment within three (3) working days upon receipt of Notice of Award of Sale, otherwise the bidder's bond shall be forfeited.
10. The winning bidder shall withdraw the items bid within five (5) working days from receipt of authority to withdraw. Otherwise, the award may be cancelled, and the bond shall be forfeited.

I/We hereby certify that we have prepared, checked and inspected these Properties.

Signature : _____
Name of Bidder : _____
Position : _____
Company : _____
Address : _____
Email Address : _____

(Attach any of the following: any government issued Identification Card for Individuals or Sole Proprietorship, Owner's Authorization if representing a Company or Secretary's Certification if representing a Corporation)

Note: Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cashier's or manager's check, issued by an acceptable commercial bank shall be made in favor of NFA-CLRO.