



**Department of Agriculture  
Regional Field Office No. 5  
San Agustin, Pili, Camarines Sur**

**REGIONAL DISPOSAL COMMITTEE**

Instruction to Bidders

**DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING  
(Attachment to ITB/Notice of Sale- August 18, 2022)**

**A. Inspection of Unserviceable Properties**

Unserviceable Properties consisting of **LOT 1** - Junk, Waste Materials, and Remnants of various Repairs and Rehabilitation Works, **LOT 2** - Various Office, Laboratory, Information & Communications Technology (ICT) Equipment, and Office Furniture and Fixture, **LOT 3** - 2 units Transportation Equipment and Automobile Engine, **LOT 4** - Various Farm Machinery/Equipment, Engines and Implements at AES Buang, Tabaco City, Albay are available for viewing starting 9:00 o'clock in the morning of **August 19, 2022** until close of office hours of **August 26, 2022**.

**B. Schedule of Pre-Bid Conference and Bid Opening**

**Pre-Bid Conference** and **Bid Opening** will be on **September 6, 2022 at 10:30 a.m.** and **September 7, 2022 at 10:30 a.m.**, respectively at **AES Buang, Tabaco City, Albay** in the presence of observers and bidders or their authorized representatives.

**C. Qualification of Bidders**

Individuals, partnerships and/or corporations are qualified to participate in the bidding subject to the submission of qualification documents as may be required by the Regional Disposal Committee.

In case of authorized representative/s, if any, shall submit a certification issued by the President/General Manager/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**

A floor price for each unserviceable property has been set in accordance with accounting and auditing rules and is indicated opposite each property in the Notice of Sale/Bid form.

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

1. The bid must be submitted using the company's firm or personal letterhead to the General Services Section, DA-RFO 5 San Agustin, Pili, Camarines Sur in a sealed envelope with duplicate copy and shall be labeled with the Bidder's Name, Address and Contact Number;
2. A **Bid Bond** amounting to **Five thousand pesos (₱5,000.00) per lot** in the form of cash, must be submitted and placed inside the sealed bid envelope. Bid submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified;
3. A Tender Box shall be made available where bidders should place their bids; and,



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4. Deadline of submission of bids is at **10:00 a.m. of September 7, 2022**. Bids submitted beyond said deadline shall not be accepted.

**F. Opening of Bids**

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of majority of the members of the Disposal Committee and the bidders who chose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and,
3. An Abstract of Bids shall be prepared by the Secretariat for reference.

**G. Awarding of Bids**

1. Awards shall be made to the highest bidders;
2. In case of tie, the Committee will resort to non-discretionary criteria (toss coin or draw lots) to be determine the winning bidder; and,
3. If the winning bidder refuses to accept the Award, said bidder will be blacklisted and shall not be allowed to participate in the future biddings. The next highest bidder shall be awarded the bid and so on and so forth.

**H. Payment**

1. One-time payment in cash shall be made within ten (10) calendar days from the date of opening of bids or issuance of the Notice of Award, whichever comes earlier;
2. An Official Receipt shall be issued by the Committee/DA-RFO 5 covering the payment made by the winning bidder.

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

1. The winning bidder shall be given five (5) calendar days from receipt of Notice to Proceed to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling shall be borne by the winning bidder; and,
3. In case of failure to complete the pick-up/hauling within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid and so forth, and so on.

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

1. The Bid Bond shall be forfeited in favor of DA-RFO 5 in the following instances:
  - a. If the winning bidder refuses to accept the award;
  - b. In case the winning bidder fails to make payment within the prescribed period;
  - 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 concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.



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**K. Failure of Bidding**

Failure shall be declared in the following instances:

1. If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, all bids are below the floor price, and winning bidder refuses to accept the Awards and/or fails to make payment on time.
2. If there is only one offeror/bidder. In this case, the offer or bid if sealed shall not be opened.

**L. Reservation Clause**

The Committee reserves the right to reject or all bids, waives any defect contained therein without any reason and to accept the offer most advantageous to the government. Further, the Agency assumes no obligation whatsoever to compensate or indemnify the bidder for any expense or loss they may incur in participating in this undertaking nor does it guarantee that an Award will be made.

For more details, see the Secretariat of the Disposal Committee.

August 18, 2022, DA-RFO 5 San Agustin, Pili, Camarines Sur.

**LUZ R. MARCELINO**  
RTD for Operations and  
Chairperson, Regional Disposal Committee