



**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



## **SECOND INVITATION TO BID AND NOTICE OF SALE**

The Department of Agriculture-Regional Field Office No. 5 (DA-RFO 5) is inviting interested individuals and entities to quote and bid on “**AS IS, WHERE IS**” basis for **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 Albay Experiment Station, Buang, Tabaco City, Albay.

The list of eligibility requirements and bidding documents may be obtained from the General Services Section, DA-RFO 5 Compound and ocular inspection of the unserviceable vehicles and other materials may be made inside the Albay Experiment Station, Buang, Tabaco City from 9:00 a.m. of August 19, 2022 until the close of office hours of August 26, 2022.

Bidding documents will be issued within the same period set above, but only to those prospective bidders or their duly authorized representative with SPA who complied with the following conditions:

- a. Filing of a letter of intent within the same prescribed period;
- b. Payment of non-refundable amount of Ps.500.00 per lot to the Cashier’s Office and exhibit Official Receipt to the General Services Section Office.

Deadline for submission of bids in one sealed envelope with duplicate copy before the **Opening of Bids** will be on **September 7, 2022, 10:30 a.m.** at Albay Experiment Station Buang, Tabaco City in the presence of observers and bidders or authorized representatives.

Obtaining or relating to the disposal processes shall be governed by the pertinent provisions of Sec. 79, P.D. 1445, EO 888 Series of 1983 and other pertinent laws, rules and regulations on disposal of government properties.

For more details, please see or call the Disposal Committee at the Office of the Regional Technical Director for Operations and Extension at telephone no. (054) 477-7448 or at the General Services Section or log-on our website at <http://bicol.da.gov.ph>.

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

**RODEL P. TORNILLA, MABE**  
Regional Executive Director



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

## REGIONAL DISPOSAL COMMITTEE

### NOTICE OF SALE

Please quote your highest price for the following items below on “**AS IS, WHERE IS**” basis. The items listed below listed are subject for disposal and may be inspected at Department of Agriculture - Albay Experiment Station, Brgy. Buang, Tabaco City, starting August 19, 2022 until August 26, 2022 from 9:00 AM until the close of office hours.

LOT	Quantity & Unit	Particulars/Articles	Floor Price (Ps.)	Bid Offer (Ps.)
1		<b>Junk, Waste Materials, and Remnants of various Repairs and Rehabilitation Works</b>	9.00/kg.	
2		<b>Various Office, Laboratory, Information &amp; Communications Technology (ICT) Equipment, and Office Furniture and Fixture</b>	9.00/kg.	
		• <b>Office and ICT Equipment</b>		
	5 units	Typewriters		
	2 units	Exhaust Fans		
	14 units	Electric Fans (stand, orbit, desk)		
	1 set	Television		
	3 units	Video Cassette Player, VHS and DVD Player, MidiOke		
	2 pcs.	Wall Clocks, round ad square		
	1 unit	Mimeographing Machine		
	8 units	Air Conditioners (split and window types)		
	2 pc.	Flashlights, metal		
	1 pc.	Fire Extinguisher Tank		
	4 units	Projectors, LCD		
	10 units	Printers		
	2 units	Scanners		
	3 pcs.	Keyboards, computer		
	3 units	Uninterrupted Power Supply (UPS)		
	1 unit	Automatic Voltage Regulator (AVR)		
	2 units	Copier/Photocopier		
	12 units	Central Processing Unit (CPU), System Unit, Computer Desktop, Monitors		
	1 unit	Speaker, trumpet		
	4 units	Refrigerator		
	10 units	Steel Cabinet		
	2 units	Safety Deposit Box		
	1 unit	Digital Camera		
	21 pcs.	Folding beds		
	1 pc.	Steel rack, 4 shelves		
	1 pc.	Rolling tray, G.I. sheet/pipe with ballcasters		

LOT	Quantity & Unit	Particulars/Articles	Floor Price (Ps.)	Bid Offer (Ps.)
	5 units	Typewriters		
		• <b>Office Furniture</b>		
	1 pc.	Chair, Narra, revolving w/ armrest, Bejuco seat		
	1 pc.	Cabinet, 10 comp., White, D: 98" x 12" x 70 1/2"		
	1 pc.	Clerical Table, brown		
	1 pc.	Chair, wooden, Brown, w/ backrest		
	1 pc.	Cabinet, built-in, 4 drawers compartment and open middle shelves, 8 swing-out doors; Dimension: 18" x 65.8" x 79"		
	1 pc.	Cabinet, plywood, varnished, w/ 2 swing doors; Dimensions: 15" x 39 3/4" x 36 1/4"		
	8 pcs.	Tables, training, wooden plywood, with compartments, varnished, dark brown color; Dimensions: 54" x 20" x 29 3/4"		
	1 pc.	Cabinet, w/ 8 open shelves		
	1 pc.	Table, clerical, made of Narra, varnished w/ glasspad, w/ stand, 3 drawers, 2 swing doors; D: 50" x 30" x 29"		
	1 pc.	Cabinet, L-Type, Varnish, D: 72" x 21" x 82 1/2"		
	1 pc.	Cabinet, Plywood, Hanging, 6 compartments		
		• <b>Laboratory Equipment</b>		
	1 unit	Gas Stove, Asahi, w/ 2 burners, hose and regulator		
	2 pcs.	Weighing Scale, 10kg. capacity		
	1 pc.	Electric Sealer, Impulse Sealer		
	1 unit	Oven Dryer; S/N: 91096210		
	1 unit	Inoculation Chamber for Mushroom, Color Brown		
	1 pc.	Portable Area Meter; S/N: PAM-1561		
	1 pc.	Moisture Tester		
	1 pc.	Analytical Balance, Ohaus, Standard, Model No.: AS120; S/N: 2265		
	1 unit	Electric Stove, EBA, single plate; S/N: 6664		
	1 pc.	Pressure Cooker/Canner, All American		
	1 pc.	Liquified Petroleum Gas Tank, Gasul, 11kg. Capacity		
	1 unit	Microscope with case; S/N: 37173		
	1 unit	Triple Beam Balance, Ohaus, 10g. Capacity, US made		
	1 pc.	Electric Stove; S/N: 0697		
	1 unit	Inoculation Chamber for Mushroom, stainless with Steel Base		
	1 unit	Analytical Balance, Christian Becker; S/N: A19755		
	1 unit	Shaker, Aluminum frame, w/ Formica Frame w/ multiple rubber, powered by electric motor, w/ metal stand, 2 layers		
<b>3</b>		<b>Two (2) units Transportation Equipment and Automobile Engine</b>		
	1 unit	Transportation Equipment/Service vehicle; Plate No.: SBJ-601	15,000.00	
	1 unit	Transportation Equipment/Service Vehicle; Plate No.: SCX-686	8,000.00	

LOT	Quantity & Unit	Particulars/Articles	Floor Price (Ps.)	Bid Offer (Ps.)
<b>4</b>		<b>Various Farm Machinery/Equipment, Engines, and Implements</b>	9.00/kg.	
	1 unit	Corn Sheller, John Deere, all steel, US made; S/N: 6694-C		
	1 unit	Mini Grader w/ single blade, all steel		
	1 unit	Corn Dryer, Flatbed type, concrete, w/ engine only, water-cooled diesel engine		
	1 unit	Trailing Harrow, equipped w/ 18 pcs. 24" disc plow, w/ 2 pcs. Tires, and complete with hydraulic cylinder hose		
	15 pcs.	Knapsack Sprayers, various brands		
	1 unit	Cultivator with engine		
	1 unit	Generator Engine, Generator Electric Motor w/ Base/Housing		
	1 unit	Grasscutter, Kawasaki, electronic ignition		
	5 units	Trailers with "ACT" marks, color Red, and Trailers with colors red, gray and orange		
	1 unit	Tractor implement		
	1 unit	Used Engine		
	2 units	Hand Tractors		
	1 unit	Corn Sheller, color Yellow		
	1 unit	Palay Thresher, color Yellow		
	1 unit	Cassava Granulator; No. 30967		
	1 unit	Pili Depulping Machine		
	2 pcs.	Dryer Blowers, colors Green and Yellow		
	1 unit	Cassava Chipper; No. 61201		
	2 units	Abaca Processing Equipment		
	1 unit	Tractor, Kubota M7030; Engine: 70714; Chassis No.: 773; w/ 18 blades trailing harrow; Transmission: 70-71962		
		<b>TOTAL :</b>		

I hereby certify that the above prices are the highest offer that I can quote for the foregoing items subject for disposal. I am ready to pay the same within ten (10) days from **receipt of the Notice of Award**, in the event the sale be awarded in my favor.

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*Bidder's Name and Signature*