



**DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE NO. 5**

San Agustin, Pili, Camarines Sur
Telephone No: (054) 871 2040 to 49
Email: da5ored@yahoo.com
Website: bicol.da.gov.ph

REGIONAL DISPOSAL COMMITTEE

Instruction to Bidders

**DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING
(Attachment to ITB/Notice of Sale- November 15, 2023)**

A. Inspection of Unserviceable Properties

Unserviceable Properties consisting of **LOT 1** - Various Office Equipment; **LOT 2** - Various Information and Communications Technology Equipment; **LOT 5** - Junk/Waste Materials; **LOT 6** - Various Farm Equipment/Machinery; and, Transportation Equipment/Motor Vehicles (**per unit basis**) located at Regional Dairy Production and Technology Center (RDPTC), Cabid-an, Sorsogon City are available for viewing starting 8:00 o'clock in the morning from **November 23, 2023** to **December 6, 2023** until close of office hours of the said dates.

B. Schedule of Pre-Bid Conference and Bid Opening

Pre-Bid Conference will be on **December 6, 2023 at 1:00 p.m** and **Bid Opening** will be on **December 7, 2023, 10:00 a.m** at the **Administration Building, Regional Dairy Production and Technology Center (RDPTC), Cabid-an, Sorsogon City** 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***;



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2. A **Bid Bond** amounting to **10% of the Floor Price** 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,
4. Deadline of submission of bids is at **9:45 a.m. of December 7, 2023**. 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 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 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:



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- 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 to concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

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 Award, 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.

15 November 2023, DA-RFO 5 San Agustin, Pili, Camarines Sur.

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