



Republic of the Philippines  
**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**

### **Instructions to Bidders**

#### **DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING (Attachment to ITB/Notice of Sale- February 12, 2025)**

#### **1. Inspection of Unserviceable Properties**

- 1.1. Unserviceable Properties consisting of Various Junk/Waste Materials and Remnants of Repair/Rehabilitation Works in the DA-RFO 5 Regional Office: LOT 1 – Steel bars, reinforcement steels, alloys, and other metals (Estimated weight – 5,000 kgs.); LOT 2 – Galvanized iron and roofing sheets (Estimated weight – 1,500 kgs.); LOT 3 – Various plastics, various types and sizes (Estimated weight – 450 kgs.); LOT 4 – Used Transportation/farm equipment batteries; and Six (6) units Transportation equipment/motor vehicles (per unit basis), located in Department of Agriculture-Regional Field Office No. 5, San Agustin, Pili, Camarines Sur and Regional Soils Laboratory, Del Rosario, Naga City, are available for viewing starting 8:00 o'clock in the morning until close of office hours from **February 12, 2025 to February 19, 2025**.

#### **2. Schedule of Pre-Bid Conference and Bid Opening**

- 2.1. **Pre-Bid Conference** will be on **February 19, 2025 at 9:30 a.m.**
- 2.2. **Bid Opening** will be on **February 20, 2025, 9:30 a.m.**
- 2.3. Venue of the Pre-Bid and Opening of Bids will be at the **Adriano Hall, Administration Building, Department of Agriculture-Regional Field Office No. 5, San Agustin, Pili, Camarines Sur**, in the presence of observers and bidders or their authorized representatives.

#### **3. Qualification of Bidders**

- 3.1. Individuals, partnerships and/or corporation, and other prospective bidders are qualified to participate in the bidding subject to the submission of qualification documents as may be required by the Regional Disposal Committee.
- 3.2. In case of authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Owner/Proprietor of the firm as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

#### **4. Floor Price**

- 4.1. 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-Price Quotation Form.

#### **5. Submission of Bids and Bid Bonds, and Defective Bids**

- 5.1. The bid must be submitted in sealed envelope/s, securely sealed, signed on the flap, and marked at the back, as follows:





Republic of the Philippines  
**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

**TO: LORENZO L. ALVINA**  
Chairperson, Regional Disposal Committee  
Department of Agriculture-Regional Field Office No. 5  
San Agustin, Pili, Camarines Sur

**FROM: <COMPLETE NAME OF BIDDER>**  
<Business or Residence Address of Bidder>

**RE: <LOT NO. AND LOT DESCRIPTION/UNIT OF MOTOR VEHICLE AND DESCRIPTION>**

5.2. The qualified bidder shall accomplish his/her bid tender, clearly indicating the following, among others:

5.2.1. Duly accomplished Notice of Sale-Price Quotation Form of at least three (3) copies with the following:

- a. Corresponding bid offer clearly indicated in figures and in words;
- b. Full name and signature of the bidder;
- c. Business or residence address of the bidder;
- d. The business license or Residence Certificate number of the bidder; and
- e. E-mail address and/or contact number.

5.2.2. If the items are sold by lots, bidders shall submit bid tenders for different lots in separate envelopes.

5.2.3. If the items are being sold by lots and all lots where interested, buyers may offer a bid for each lot or a single bid for all lots, the bid tender shall be submitted only in one envelope.

5.2.4. The properties shall be sold on an "AS IS, WHERE IS, CLEAN UP, ALL MUST GO" basis.

5.2.5. Erasures or interlineations should be avoided or duly initialed by the bidder.

5.2.6. A Bid Bond amounting to at least 10% of the Floor Price in the form of cash must be submitted and placed inside the sealed bid envelope/s.

5.3. Defective bids are automatically disqualified. However, exceptional cases may occur where a defective bid may be favorably considered by the Disposal Committee. The defective bid may then be rectified in the presence of the bidders and members of the Regional Disposal Committee. The following are considered defective bids:

5.3.1. Bid submitted without the corresponding bid bond at the time of opening of bids.

5.3.2. Bids that are not in prescribed form (e.g. unsigned bids, omission to mark any of what are stated in 5.1.).

5.3.3. Bids submitted below the floor price.

5.4. A Tender Box shall be made available where bidders should place their bids.

5.5. Deadline of submission of bids is at **9:00 a.m. of February 20, 2025**. Bids submitted beyond said deadline shall not be accepted.

6. Withdrawal of Bids





Republic of the Philippines  
**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

- 6.1. A bidder may be allowed to withdraw a bid tender before the time of the opening of bids. His/her bid shall be returned unopened.
  - 6.2. After the opening of bids, no bidder shall be allowed to withdraw his/her offer unless the following conditions are met:
    - 6.2.1. There is a mistake in the offer.
    - 6.2.2. The mistake refers to the object or principal conditions of the proposal.
    - 6.2.3. The reason for such mistake must be conclusive and convincing.
- 7. Opening of Bids**
- 7.1. Opening of bids will immediately follow after the deadline of submission of bids under the direction of majority of the members of Disposal Committee and in the presence of COA Auditor.
  - 7.2. Bidders or their duly authorized representatives may witness the proceedings.
  - 7.3. The bid tender shall be signed by the members of the Regional Disposal Committee immediately after it is opened and announced in order to confirm compliance with the requirements of the bidding.
  - 7.4. An Abstract of Bids in triplicate shall be prepared by the Secretariat for reference and shall be signed by the members of the Regional Disposal Committee, observer/s, and end-users.
- 8. Failure of Bidding**
- 8.1. DA-RFO 5 shall declare the bidding failure in any of the following cases:
    - a. There is no bidding participant;
    - b. Only one (1) bidder submitted a bid for each lot;
    - c. All bidders failed to comply with the terms and conditions as prescribed in the Instruction to Bidders (ITB).
- 9. Awarding of Bids**
- 9.1. Awards shall be given to the highest complying bidder.
  - 9.2. When two (2) or more complying bidders made identical offers, public auction viva voce between those who made identical bids shall be resorted to at a price not less than the offered bids.
  - 9.3. Awarding of bids will be done immediately after opening of bids, if practicable. Bid bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.
  - 9.4. In case of deferment of award, a temporary receipt shall be issued by DA-RFO 5 to acknowledge submission of bid tenders. Once the Regional Disposal Committee completes its deliberations and determines the winning bidder, bid bonds of losing bidders shall be returned upon presentation of the receipt immediately after the awarding of the winning bidder. Deferment of award shall not exceed five (5) working days from date of opening of bids.





Republic of the Philippines  
**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

9.5. 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.

#### 10. Payment

10.1. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in the form of cash. Full payment of item/s on per unit basis shall be made within five (5) working days from the date of the Notice of Award.

10.2. In case of failure of full payment within the prescribed period, the awardee may be penalized through cancellation of the award and forfeiture of the bid bond in favor of DA-RFO 5.

10.3. An Official Receipt shall be issued by DA-RFO 5 covering the payment made by the winning bidder.

#### 11. Claiming of Award

11.1. Claims shall be made only by the awardee, after the bid price is fully paid as evidenced by an official receipt.

11.2. The Property Officer of DA-RFO 5 shall accomplish a tally-out sheet as evidence of the picked-up/hailed property. The tally-out sheet shall be signed by authorized agency official and the buyer acknowledging receipt of the items.

11.3. Claims shall be made only during official government working hours.

11.4. Claims and hauling shall be made which shall not exceed thirty (30) calendar days from the award.

11.5. In the event that actual weight/quantity of the awarded items turned out to be greater than that specified in the Notice of Award (NOA), the awardee shall pay the corresponding amount of the excess weight/quantity based on his bid price. Selective withdrawal is not allowed.

11.6. Failure on the part of the awardee to claim the property within stipulated period shall have the effect of cancellation of the award/contract. The awardee shall then be charged storage fees and other incidental fees/costs or damages (i.e. costs incurred in the conduct of another public bidding or negotiation).

11.7. If the property remains unclaimed over a prolonged period of time, ownership of the contract/awarded property shall automatically revert to the government. DA-RFO 5 shall have the right to dispose the property through whatever manner the Regional Disposal Committee deems most advantageous to the government.

11.8. 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.





Republic of the Philippines  
**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

**12. Taxes, Customs Duties, Costs or Damages**

12.1. The buyer of the disposable property shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied or to be levied in connection with the sale of property.

12.2. All expenses incidental to the withdrawal of the sale of property shall be borne by the awardee.

**13. 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 Regional Disposal Committee.

12 February 2025, DA-RFO 5, San Agustin, Pili, Camarines Sur.

**LORENZO L. ALVINA**  
OIC, RTD for Research and Regulations  
Chairperson, Regional Disposal Committee

