



January 23, 2020

INVITATION TO BID

The Procurement Service – Department of Budget and Management (PS-DBM) through its PS Disposal Committee(PSDC) will conduct public bidding through sealed bids on January 30, 2020, after 1:00 PM at PS-DBM Building located at RR Road, Cristobal Street, Madrigal Compound, Paco, Manila, for the sale of the following unserviceable motor vehicle:

Lot No.	Item Name/Description	Floor Price	Location
1	Unserviceable Motor Vehicles (10 units Service Vehicle and 6 units Delivery Vehicle)	Php 1,171,288.00	RR Road, Cristobal Street, Madrigal Compound, Paco, Manila

Biding mechanics:

1. The public bidding will be conducted in accordance with COA Circular No. 89-296 dated January 29, 1989;
2. The bid form may be obtained personally from the PS Disposal Committee (PSDC) on January 24-29, 2020 from 9:00 AM to 4:00 PM at the General Services Division, 2nd Floor, PS-DBM Bldg., RR Road, Cristobal Street, Madrigal Compound, Paco, Manila. It can also be downloaded through the PS Website.
3. All bid proposals shall use the bid form obtained from the PSDC. The bid form shall be accomplished in **three (3) original copies** with signature in each and every page and shall be submitted in a sealed envelope properly addressed to:

Conforme:

 Signature over Printed Name

The Chairperson

Procurement Service Disposal Committee

2nd Floor, PS-DBM Building

RR Road, Cristobal Street, Madrigal Compound, Paco, Manila

4. All bids must be accompanied by Invitation to Bid with signature in each and every page as a proof of understanding the mechanics of public bidding and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank with an amount equivalent to at least 10% of the floor price for the lot to be bid. All checks should be payable to the Procurement Service.
5. Qualification of bidders: all individuals, including PS-DBM employees, partnerships and/or corporations are qualified to participate in the public auction subject to the submission of qualification documents, as may be required by the PSDC. For this bidding, the latest Mayor's Permit, in the case of business entities, shall be required from participating bidders.
6. All interested bidders may conduct ocular inspection of the unserviceable vehicles starting January 23-29, 2020 at RR Road, Cristobal Street, Madrigal Compound, Paco, Manila through the General Services Division.
7. Bid proposals shall be submitted not later than January 30, 2020 until 1:00 PM only through the PSDC at RR Road, Cristobal Street, Madrigal Compound, Paco, Manila. The public bidding shall be conducted on a lot and "As is, Where is" bases subject to other terms and conditions which PSDC may impose. Late bids shall not be accepted. The opening of the bids will be on January 30, 2020, immediately after the deadline at the PS Conference Room.
8. The envelope containing the bid form and other requirements should be sealed and signed by the bidder and properly labeled containing the name of the bidder and the lot to be bid. The bid tenders that are not in the prescribed form or format (e.g. unsigned bids, etc.) and/or those not accompanied by the signed Invitation to Bid and/or bid bonds at the time the of opening of bids shall be considered defective bids which automatically disqualify the respective bidder.
9. A bidder may be allowed to withdraw a bid tender before the time of opening of bids. The bid/s shall be returned unopened. Changes shall not be allowed on the bid forms after the deadline for the submission of bids.
10. Sealed bids shall be dropped in the bid box located at the General Services Division, 2nd Floor, PS-DBM Bldg., RR Road, Cristobal Street, Madrigal Compound, Paco, Manila. All bids will be opened in the presence of all bidders or their duly designated representative/s and PS COA representative.

Conforme:

11. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price. The declaration of the winning bidder shall immediately follow. The winning bidder shall pay the bid bond to the PS Cashier Section afterwards and shall submit a photocopy of the Official Receipt (OR) to the PSDC secretariat before issuance of the Notice of Award. Bid bond of non-winning bidder/s shall be returned outright after the declaration of the winning bidder.
12. Should there be a tie in the highest offered price, the concerned bidders shall participate in a "toss coin" to break the tie.
13. The winning bidder's bond shall automatically be considered as a partial payment and the balance shall be paid in full to the PS Cashier Section in the form of cash, manager's check or cashier's check acquired from a reputable bank within five (5) working days from the receipt of the Notice of Award. Payment through salary deduction, in case of winning bidders from PS-DBM, shall not be allowed.
14. In case of failure of payment of the bid price within the required period, the award shall be cancelled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The subject items for disposal shall be awarded to the next highest bidder.
15. The Official Receipt (OR) showing full payment of the bid price shall be presented to the Chief of the General Services Division (GSD) which shall serve as the basis for the preparation of the Gate Pass within five (5) days upon receipt of the OR. Plate numbers of the auctioned items is not included in the purchase and shall be removed by the GSD prior to hauling of the vehicles.
16. The highest winning bidder shall be responsible for the expenses incidental to the cost of hauling the items subject for disposal. The awardee has fifteen (15) calendar days from the receipt of the Notice of Award to clear the area where the items are located. In case the winning bidder fails to complete the pick-up/hauling of the property within prescribed period, the award shall be revoked/cancelled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future biddings for a period of one (1) year from the date of award. The next highest bidder shall be awarded the bid, so forth and so on.
17. Failure of bidding shall be declared if all 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; the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

Conforme:

18. The Procurement Service – DBM reserves the right to reject any or all bids, or part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government. The decision of the PS-DBM is final and binding.

Schedule of Activities:

ACTIVITIES	SCHEDULE
Posting of Invitation to Bid	January 23, 2020
Issuance and availability of Bid Tender	January 24-29, 2020
Pre-Bid conference	January 28, 2020 / 10:00AM
Viewing of items for sale	January 23-29, 2020
Deadline of submission of bids	January 30, 2020 / 1:00PM
Opening and awarding of bids	January 30, 2020 / immediately after 1:00PM

For queries or concerns, you may call Mr. Edgardo T. Lim, Jr. of the General Services Division at telephone numbers 8290-6300 or 8290-6400 local 8023.

SGD

MARK ANTHONY G. HUERTAS
 OIC Chief – General Services Division
 Chairperson, Disposal Committee

Conforme:

 Signature over Printed Name