



## INVITATION TO A PUBLIC AUCTION

### PUBLIC AUCTION NO. 2024-03

#### DISPOSAL OF PROTECTIVE SAFETY GOGGLES OF THE PROCUREMENT SERVICE-DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

The Procurement Service – Department of Budget and Management (PS-DBM) through its PS Disposal Management Committee will conduct Public Auction under Public Auction No. **2024-02** through sealed bids on **22 May 2024**, after 10:00 AM at PS-DBM Building located at RR Road, Cristobal Street, Madrigal Compound, Paco, Manila, for the sale of the following items:

LOT NO.	ITEM DESCRIPTION	UOM	QTY	FLOOR PRICE	BID BOND
1	Protective Safety Goggles	pcs	156,300	₱ 5,861,250.00	₱ 586,125.00  (at least 10% of the floor price)

#### Bidding mechanics:

1. The Public Auction will be conducted in accordance with DBM and COA Joint Circular No. 2024-001 dated January 30, 2024;
2. This bid form may be obtained personally from the Disposal Management Committee (DMC) starting May 16 - 21, 2024 (8:00 AM to 5:00 PM) at the General Services Division (GSD), 2<sup>nd</sup> Floor, PS-DBM Bldg., RR Road, Cristobal Street, Madrigal Compound, Paco, Manila. It can also be downloaded through the PS Website at <https://ps-philgeps.gov.ph/home/index.php/bid-opportunities/invitation-to-bid>
3. All bid proposals shall use the bid form obtained from the GSD. The bid form shall be accomplished in **one (1) original copy** and shall be submitted in a properly sealed envelope addressed to:

**ENGR. JAIME M. NAVARRETE, JR.**

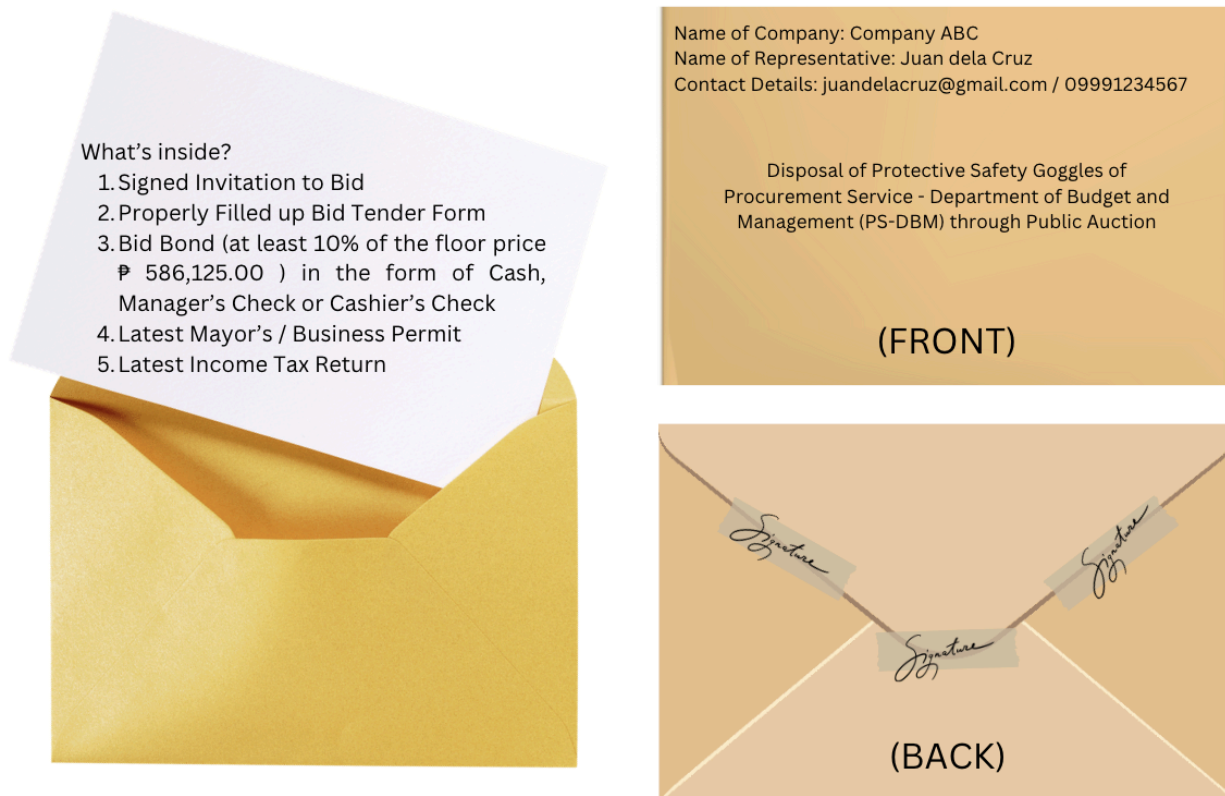
*Chairperson*

**PS-DBM Disposal Management Committee**

Ground Floor, PS-DBM Building

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

4. All bids must be accompanied by Invitation to a Public Auction with signature and/or conforme on the last page as a proof of understanding the mechanics of public auction; and bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank. All checks should be payable to the **Procurement Service - Department of Budget and Management**.
5. Qualification of bidders: all individuals, 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 DMC. For this bidding, the following shall be required from participating bidders:
  - **Latest Mayor's / Business Permit**
  - **Latest Income Tax Return**, stamped received by BIR or its duly accredited and authorized institutions
6. All interested bidders may conduct **ocular inspection** of the unserviceable motor vehicles starting **May 20, 2024** from 10:00 AM until 12:00 PM only at RR Road, Cristobal Street, Madrigal Compound, Paco, Manila. Interested bidders shall be accompanied by GSD Personnel during said ocular inspection.
7. Bid proposals shall be **submitted not later than May 22, 2024 until 10:00 AM only**. The Public Auction shall be conducted on a lot and **"As is, Where is"** basis subject to other terms and conditions which DMC may impose. **Late bids shall not be accepted**. The **opening of the bids will be on May 22, 2024** 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, 2<sup>nd</sup> 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.
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 PS DMC 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 fifteen (15) calendar days from the receipt of the Notice of Award.
14. In case of failure of payment of the bid price within the required period, the award shall be canceled and the bid bond shall be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions 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 Head 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.
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 thirty (30) 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/canceled and the bid bond will be forfeited. The bidder shall also be blacklisted and shall not be allowed to participate in future auctions 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; if there is only one (1) bidder; 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.
18. The PS-DBM **strictly prohibits the resale** of the items subject for disposal.
19. 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.

Approved by:

**SGD.**

**ENGR. JAIME M. NAVARRETE JR.**

*Chairperson, Disposal Management Committee*

Conforme:

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**Name and Signature of Authorized Representative**

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**Company Name / Address**

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**Contact No.**

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**E-mail**



# BID TENDER FORM

## PUBLIC AUCTION NO. 2024-03

### DISPOSAL OF PROTECTIVE GOGGLES OF THE PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT (PS-DBM)

Date: \_\_\_\_\_

**ENGR. JAIME M. NAVARRETE, JR.**  
Chairperson, Disposal Management Committee

Dear Sir/Mesdames:

We are pleased to submit our proposal to purchase Lot No. 1 of protective safety goggles as follows:

LOT NO.	DESCRIPTION	QTY	UOM	BID PRICE
1	Protective Safety Goggles	156,300	pcs	

Very truly yours,

\_\_\_\_\_  
**Name and Signature of Authorized Representative**

\_\_\_\_\_  
**Company Name / Address**

\_\_\_\_\_  
**Contact No.:**

\_\_\_\_\_  
**E-mail:**