



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



April 21, 2021

INVITATION TO BID

The Department of Education – Cordillera Administrative Region (DepEd-CAR) through its Regional Disposal and Appraisal Committee (RDAC) will conduct public bidding through sealed bids on April 29, 2021 at 1:00 PM at SNC Hall DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet, for the sale of the following unserviceable properties on an “As-Is-Where-Is, basis as indicated below:

Lot No.	Item Name/Description	Floor Price	Location
1	Information and Communication Technology Equipment, Communications Equipment, Other Machineries and Equipment, and worn-out spare parts of various equipment and other scrap materials	PhP 28, 000.00	DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet

Bidding mechanics:

1. The public bidding will be conducted in accordance with COA Circular No. 89-296 dated January 29, 1989;
2. Upon payment of of a non-refundable Bid Fee of Five Hundred Pesos (PhP 500.00) to the DepEd-CAR Cash Section, interested bidders may get the bid documents from the RDAC secretariat on April 26-29, 2021 during office hours at the Asset Management Section, DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet. It can also be downloaded through the PS Website.
3. All bid proposals shall use the bid form obtained from the RDAC. The bid form shall be accomplished in **two (2) original copies** with signature in each and every page and shall be submitted in a sealed envelope properly addressed to:

The Chairperson

DepEd-CAR Regional Disposal and Appraisal Committee
 DepED-CAR Regional Office
 Wangal, La Trinidad, Benguet

Conforme:

 Signature over Printed Name



Address: Wangal, La Trinidad, Benguet, 2601
 Telephone No.: (074) 422-1318
 Email: car@deped.gov.ph



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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 DepEd-CAR.
5. Qualification of bidders: all individuals, including DepEd-CAR 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 RDAC. For this bidding, the latest and valid 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 properties on April 26 - 29, 2021 at DepED-CAR Regional Office, Wangal, La Trinidad, Benguet.
7. Bid proposals shall be submitted not later than April 29, 2021 until 1:00 PM only through the RDAC at the Asset Management Section, DepED-CAR Regional Office, Wangal, La Trinidad, Benguet. The public bidding shall be conducted on a lot and "As is, Where is" bases subject to other terms and conditions which RDAC may impose. Late bids shall not be accepted. The opening of the bids will be on April 29, 2021, immediately after the deadline at the SNC Hall.
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 submitted to the RDAC, Asset Management Section, DepEd-CAR Regional Office, Wangal, La Trinidad, Benguet. All bids will be opened in the presence of bidders or their duly designated representative/s who choose to attend and COA representative.

Conforme:

Signature over Printed Name



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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 DepEd-CAR Cashier Section afterwards and shall submit a photocopy of the Official Receipt (OR) to the RDAC 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 DepEd-CAR 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.
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 highest winning bidder shall be responsible for the expenses incidental to the cost of hauling the items subject for disposal. The awardee has five (5) working days from the receipt of the Notice of Award to clear the area where the items are located and during office hours from 8:00AM to 5:00PM. 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.
16. 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.

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17. DepEd-CAR 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 DepEd-CAR is final and binding.

Schedule of Activities:

ACTIVITIES	SCHEDULE
Posting of Invitation to Bid	April 26, 2021
Issuance and availability of Bid Tender	April 26- 29, 2021
Viewing of items for sale	April 26-29, 2021
Deadline of submission of bids	April 29, 2021 / 1:00PM
Opening and awarding of bids	April 29, 2021/ immediately after 1:00PM



FLORANTE E. VERGARA
Chairperson, Regional Disposal and Appraisal Committee

Conforme:

Signature over Printed Name



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{Letterhead of the Bidder}

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the items/materials which are subject for public bidding to be conducted on **April 29, 2021 1:01 PM** at its present location, to wit:

Lot No.	Lot Description	Location
Lot 1	Information and Communication Technology Equipment, Communications Equipment, Other machineries and Equipment, Other Property, Plant and Equipment and other Office Supplies Inventory	DepEd-CAR, Wangai, La Trinidad, Benguet

Inspection of the above items/materials was conducted on _____ in the presence of the authorized End-User/Disposal Committee representative.

Signature over Printed Name of Bidder

INSPECTION ATTESTED BY:

Signature over Printed Name

End-User/Disposal Committee Representative/s

{Letterhead of the Bidder}

PRICE QUOTATION FORM

Date

FLORANTE E. VERGARA

Chairperson, Regional Disposal and Appraisal Committee
DepEd-CAR, Wangal, La Trinidad, Benguet

Sir:

In response to your Invitation to Bid (ITB) and in accordance with the stipulations of the Invitation to Bid (ITB) and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

Description	Minimum Bid Price	Bid Offer (in Words & Figures)
Information and Communication Technology Equipment, Communications Equipment, Other machineries and Equipment, Other Property, Plant and Equipment and other Office Supplies Inventory	PhP 28, 000.00	

I have actually seen and inspected the above items, and my bid is based on my own estimate.

The above offer shall be valid for, _____
Enclosed is the required Bid Security (BS) in the amount of Php. _____
which is equivalent to ten (10%) of my total bid price.

Very truly yours,

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative/Date Signed

Complete Business Address

Tax Identification No.

Mobile No., Telephone No.

Email Address