



Republic of the Philippines
MOUNTAIN PROVINCE STATE POLYTECHNIC COLLEGE
Bontoc, Mountain Province

DISPOSAL COMMITTEE

INVITATION TO BID

MPSPC-DC ITB No: ITBid2016-06-001

Date: June 13, 2016

Dear Sir/Madam:

Please quote your offer price in the item/s indicated below and submit your proposals printed in your company's/firm's or personal letterhead with your name, signature, company name (if any), address and contact numbers. Submit the duly accomplished proposals on or before June 24, 2016, 1:00 P.M. Place your proposals together with the corresponding bid bond (10% of the floor price) in a sealed envelope with the ITBid No. above, your name, address and contact numbers. Unsigned proposals, proposals below the floor price and those without the corresponding bid bond shall be disqualified

Item Name/Description	Lot Price	Location
One (1) Lot Unserviceable Equipment and Properties	P1,586,546.15	MPSPC, Bontoc, Mountain Province

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) MPSPC reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For more details, please see attached Instruction to Bidders (ITB).

Very truly yours,



ROGELIO K. BALCITA, JR.

Chairperson, Disposal Committee



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INSTRUCTIONS TO BIDDERS

DISPOSABLE OF UNSERVICEABLE EQUIPMENT AND PROPERTIES THROUGH PUBLIC BIDDING
(Located at the MPSPC – Ba-ang Campus)
Attachment to MPSPC-DC ITBid No: ITBid2016-06-001

A. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES

Unserviceable equipment and properties consisting of office and IT Equipment, Vehicles, furniture, fixtures and scrap/waste materials for sale are available for viewing from June 13-24, 2016 at the Mountain Province State Polytechnic College – Ba-ang Campus:

B. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on an “as is”, “where is” on a **per lot** basis by the MPSPC Disposal Committee on **June 24, 2016** at the **MPSPC, Conference Hall, Bontoc Campus, Bontoc, Mountain Province.**

C. QUALIFICATIONS OF BIDDERS

Individuals, including MPSPC employees, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the Disposal Committee.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/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 of the property, has been set in accordance with accounting and auditing rules and regulations in the total amount of **One Million Five Hundred Fifty Six Thousand Five Hundred Forty Six and 15/100 (P1,586,546.15)**

E. SUBMISSION OF BIDS AND BID BONDS

1. The bid must be submitted using the company's/firm's or personal letterhead (see attached Annex A) to the Office of BAC Secretary, 3rd flr. Admin. Bldg., Bontoc Campus, in sealed envelope and shall be labeled with the **MPSPC-DC ITBid No., the bidder's name, address and contact number.**
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. Bids 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 1:00 P.M., June 24, 2016. Bids submitted beyond said deadline shall not be accepted.



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F. OPENING OF BIDS

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 1 Disposal Committee member 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 Disposal Committee Secretariat for reference.

G. AWARDING OF BIDS

1. Award shall be made to the highest bidder;
2. In case of a tie, the Disposal 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 future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

H. PAYMENT

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of opening of bids or issuance of the Notice of Award, whichever comes earlier;
2. Payment through salary deduction, in case of winning bidders from MPSPC, shall not be allowed;
3. An Official Receipt shall be issued by the Disposal Committee/MPSPC covering the payment made by the winning bidder; and
4. In case the winning bidder fails to make payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

I. PICK-UP/ HAULING OF THE PROPERTY BY THE WINNING BIDDER

1. The winning bidder shall be given **five (5) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

J. FORFEITURE/RETURN OF THE BID BOND

1. The Bid Bond shall be forfeited in favor of MPSPC in the following instances:
 - a. If the winning bidder refuses to accept the award;
 - b. In case the winning bidder fails to make the payment within the prescribed period; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.



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2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

K. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

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, subject to the conditions in Sections G.3 and H.4, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name & Signature of Bidder's
Authorized Representative : _____
Position : _____
Date : _____

BIDDER'S COMPANY OR PERSONAL LETTERHEAD
(with address and contact number)

The MPSPC-Disposal Committee:

Submitted herewith is my bid proposal in response to **MPSPC-DC ITB No: ITBid2016-06-001** dated June 13, 2016.

ITEM NAME	FLOOR PRICE	BID PRICE
One (1) Lot Unserviceable Equipment and Properties	P1,586,546.15	

It is understood that MPSPC reserves the right to accept or reject any bid, including that of a single bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instructions to Bidders.

Very truly yours,

Signature: _____
Printed Name: _____
Tax ID No. (TIN: _____
Address: _____

Mobile No.: _____
Telephone No.: _____