



DISPOSAL COMMITTEE

INVITATION TO BID

The Insurance Commission (IC), through its Disposal Committee, invites all interested parties to participate in the public bidding (*re-bidding*) for one (1) lot of various unserviceable furniture and fixtures, information and communication technology equipment and various scrap materials on an "As-Is-Where-Is" basis as indicated below:

<u>ITEM/DESCRIPTION</u>	<u>QUANTITY IN UNIT/S</u>	<u>LOCATION</u>
<i>Various Insurance Commission Unserviceable Office Furniture and Fixtures, Information and Communication Technology (ICT) Equipment and Various Scrap Materials</i>	1 Lot	IC Open Parking Lot Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila

Interested buyers shall bid for the entire lot of unserviceable furniture and fixtures, ICT equipment and various scrap materials with the floor price amounting to **Fourteen Thousand Pesos (Php14,000.00)**. The sealed bid/offer must be submitted to the Disposal Committee Secretariat not later than **11 March 2020, 9:00 A.M.**

A non-refundable **Bid Fee of Three Hundred Pesos (Php 300.00) per lot** shall be paid to the IC Administrative Division-Cashier Section. Upon payment of the bid fee, the interested buyers may secure the **Bid Form** from **Mr. Edmar D.J. Ignacio or Mr. John-Phillip C. Cuenta**, Members, Disposal Committee Secretariat at the Administrative Division – Records Section, Ground Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila with telephone number (02) 8523-8462 to 70 loc. 123.

Bidders shall be allowed to conduct physical inspection of the unserviceable properties on **5 and 6 March 2020** during office hours from **9:00am to 12:00 Noon only**. The bidders shall inform the IC Disposal Committee through a written notice confirming their conduct of inspection. It shall be submitted at least one (1) day prior to the preferred schedule.

Opening of sealed bids shall be held on **11 March 2020, 10:00 A.M.** at the **IC Gym, Annex Building**. If in the interim there shall be a holiday, whether regular or special, the opening of bids shall be held on the next business working day.

The IC reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government.



ATTY. ERICKSON H. BALMES
Chairperson
Disposal Committee

26 February 2020



TERMS AND CONDITIONS

The following terms and conditions shall apply to the public bidding (*re-bidding*) of One (1) Lot of Various Unserviceable Furniture and Fixtures, Information and Communication Technology (ICT) Equipment and Various Scrap Materials of the Insurance Commission (IC):

1. The bidder shall pay a non-refundable bid fee of **Three Hundred Pesos (Php300.00)** to the IC Administrative Division-Cashier Section;
2. No tender shall be allowed lower than the government floor price of **Fourteen Thousand Pesos (Php14,000.00)** for one (1) lot of various unserviceable furniture and fixtures, ICT equipment and various scrap materials;
3. Interested bidder shall pay of at least ten percent (10%) bidder's bond for said properties is indispensable. **No bidder's bond, no bid.**
4. Tender shall be offered personally by the bidder or in his absence, his duly authorized representative, provided said person/entity **possesses a duly notarized Special Power of Attorney (SPA)**, otherwise, said tender shall be declared void.
5. The bidder shall **enclose in a sealed envelope his tender together with his minimum bid bond equivalent to ten percent (10%) of his tender** in the form of cash or manager's check issued by a reputable bank payable to the Insurance Commission. The envelope should also include photocopy of the following documents:
 - a. Mayor's Permit or any proof of legal personality and authority to operate; and
 - b. Latest Income Tax Return, stamped "received by BIR or its duly accredited and authorized Institutions".

Note: Prior to the issuance of the Notice of Award (NOA), the winning bidder should present the original copy of the foregoing documents for validation.

6. Bidders shall be allowed to conduct physical inspection of the unserviceable properties on **5 and 6 March 2020** during office hours from **9:00 A.M to 12 Noon** only. The bidders shall inform the IC Disposal Committee through a written notice confirming their conduct of inspection. It shall be submitted at least one (1) day prior to the preferred schedule.

7. The bidder's bond shall be returned to the non-winning bidders right after the award of contract.
8. The NOA shall be deemed acceptance of the IC of the winning bid. Accordingly, this terms and conditions shall be binding and enforceable.
9. The ten percent (10%) bid bond shall be **forfeited if the full price is not paid within three (3) days upon receipt of the NOA** by the winning bidder, without prejudice to the rights and remedies available to IC against the winning bidder under applicable laws.
10. Upon determination of the awardee, the bid bond shall be considered as partial payment and the difference between such payment and the quotation price shall be paid in the form of cash.
11. Upon payment of the full price, the winning bidder is **required to completely remove/haul/withdraw the same from the IC Office premises within three (3) calendar days**. All cost/expenses incurred in hauling shall be shouldered by the winning bidder.
12. The IC Disposal Committee reserves the right to reject any or all of the bids with or without cause, to waive any defect in them and to award the bidder whose tender is the most advantageous to the government.


ATTY. ERICKSON H. BALMES
Chairperson
Disposal Committee

BID FORM

DATE

**THE CHAIRPERSON
DISPOSAL COMMITTEE
INSURANCE COMMISSION**

Dear Sir:

With reference to the Invitation to Bid and the Terms and Conditions thereof, the undersigned hereby offers and agrees, to:

1. Pay to the IC Administrative Division-Cashier Section a non-refundable fee of Three Hundred Pesos (Php 300.00);
2. Purchase the entire lot of unserviceable office properties of the Insurance Commission (IC) as contained in the "INVITATION TO BID" in the total amount of _____ (Php _____), with _____ (Php _____) representing bid bond equivalent to at least ten percent (10%) of the bid;
3. Submit necessary documents as required by the Insurance Commission; and
4. Completely remove/withdraw/haul from the IC Office premises the entire lot of the said unserviceable properties within three (3) calendar days upon full payment and acceptance of the NOTICE OF AWARD (NOA) and shoulder all costs/expenses involved therein.

I also hereby warrant that said unserviceable properties indicated in the "Invitation to Bid" which I purchased shall not be resold to any government agencies.

Respectfully yours,

Signature over Printer Name of Bidder/
Duly Authorized Representative

Address: _____

Contact Information: _____

NOTE: At least ten percent (10%) bid bond in the form of cash or manager's check, photocopy of the Mayor's Permit or any proof of legal personality and authority to operate and Latest Income Tax Return, stamped with "*received by BIR or its duly accredited and authorized Institutions*" should be enclosed in a sealed bid envelope together with this Bid Form.