



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue
Manila



DISPOSAL COMMITTEE

INVITATION TO BID

The Insurance Commission (IC), through its Disposal Committee, invites all interested parties to participate in the public bidding for one (1) lot of various unserviceable office furniture on an "As-Is-Where-Is" basis as indicated below:

<u>ITEM/DESCRIPTION</u>	<u>QUANTITY</u>	<u>LOCATION</u>
<u>One (1) Lot Various Unserviceable Furniture</u>	34 pieces	Annex Building, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila

Interested buyers shall bid for the entire lot of unserviceable office furniture with the floor price amounting to **Seven Thousand Eight Hundred Pesos and 00/100 (PhP7,800.00)**. The sealed bid/offer must be submitted to the Disposal Committee Secretariat not later than 25 April 2017, 12:00 Noon.

A non-refundable **Bid Fee of Three Hundred Pesos (Php 300.00) for the 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 **Ms. Chantal Mae V. Simon**, Member, Disposal Committee Secretariat at the Records Section, Ground Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila with telephone number (02) 523-8462 to 70 loc. 123.

Bidders shall be allowed to conduct physical inspection of the unserviceable properties on 20 April 2017 during office hours from 9:00am to 12:00 Noon. 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 25 April 2017, 1:30PM at the **CAD Hearing Room**. 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.


DOROTHY M. CALIMAG
Chairperson
Disposal Committee

17 April 2017



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TERMS AND CONDITIONS

The following terms and conditions shall apply to the public bidding of various unserviceable office furniture of the Insurance Commission (IC) on an "As-Is-Where-Is" basis as indicated below:

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 **Seven Thousand Eight Hundred Pesos and 00/100 (PhP7,800.00)**.
3. Interested bidder shall tender for the unserviceable properties. Payment 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 20 April 2017 during office hours from 9:00am to 12:00 Noon. 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 will 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 bidder's 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 shall be the recipient of the unserviceable properties and 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. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred, provided however, that certifications or written evidences from relevant government agencies shall be presented and submitted by the bidder.
13. 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.


DOROTHY M. CALIMAG
Chairperson
Disposal Committee

BID FORM

DATE

**THE CHAIRPERSON
DISPOSAL COMMITTEE
INSURANCE COMMISSION**

Dear Madame:

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 entirely the **One (1) Lot Unserviceable Furniture** advertised on _____ by the Insurance Commission 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.