



FDA – Inventory and Disposal Committee (IDC)

INSTRUCTIONS TO BIDDERS No. 2022-009-01

**Public Bidding/Auction/Sale - Line Item Classified, Classified by Lot
Unserviceable/Obsolete FDA Plant, Property and Equipment (PPE)**

**As per Approved Inventory & Inspection Report of Unserviceable Property (IIRUP) CY 2022,
Report of Waste Material (RWM) CY 2022, and IIRUP CY 2018**

I. QUALIFICATION OF BIDDERS

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 FDA-Inventory and Disposal Committee (FDA-IDC).

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.

II. INSPECTION OF FDA USED/UNSERVICABLE PLANT, PROPERTY & EQUIPMENT (PPE) per Line Item, classified by Lot

The unserviceable/obsolete PPEs for Public Bidding/Auction/Sale per Line Item are available for the inspection/viewing from **21 September to 29 September 2022** at **FDA - Terminal**, FDA Main Office, Filinvest Corporate City, Civic Drive, Alabang, Muntinlupa City.

III. SCHEDULE OF PUBLIC AUCTION

The Public bidding/auction/sale is per Line Item classified in **THREE (3) LOTS** and "As Is, Where Is", "Clean Up" and "All Must Go basis" by the FDA – IDC. **Schedule of Opening of Bids is on 30 September 2022, 9:30 a. m.** at the **FDA-GSD New Bldg., FDA Main Office, Filinvest Corporate City, Civic Drive, Alabang, Muntinlupa City.**

IV. FLOOR PRICE

The Floor price of the FDA Unserviceable/Obsolete PPEs has been set in accordance with the Accounting and Auditing rules and regulations.

The following are the Floor Price per Line Item, classified by Lot:

One (1) LOT of the 15k Above Unserviceable PPE - IIRUP 2022 = 1st Bidding

| <i>PPE Category (15k above)</i> | <i>Qty.</i> | <i>Appraised Value = Floor Price</i> |
|---|-------------|--------------------------------------|
| Information, Communication and Technology (ICT) | 143 | 1 LOT = PhP 534,917.73 |
| Technical and Scientific Equipment (TSE) | 44 | |
| Communication Equipment | 1 | |
| Office Equipment (OE) | 4 | |
| TOTAL | 192 | |

One (1) LOT of the FDA 15k Below Unserviceable PPE - RWM 2022 = 1st Bidding

| <i>PPE Category (15k above)</i> | <i>Qty.</i> | <i>Appraised Value = Floor Price</i> |
|---|-------------|--------------------------------------|
| Information, Communication and Technology (ICT) | 51 | 1 LOT = PhP 3,000.00 |
| Technical and Scientific Equipment (TSE) | 15 | |
| Communication Equipment | 2 | |
| Office Equipment (OE) | 12 | |
| <i>TOTAL</i> | 80 | |

One (1) LOT of the FDA Unserviceable PPE - IIRUP 2018 = 2ND BIDDING

| <i>PPE Category (15k above)</i> | <i>Qty.</i> | <i>Appraised Value = Floor Price</i> |
|---|-------------|--------------------------------------|
| Information, Communication and Technology (ICT) | 29 | PhP 42,008.11 |
| Office Equipment (OE) | 16 | |
| <i>TOTAL</i> | 45 | |

SUMMARY

| | <i>LINE ITEM, PER LOT</i> | <i>Qty.</i> | <i>Floor Price</i> |
|-----|---|--------------------|-----------------------|
| I | One (1) LOT of the 15k Above Unserviceable PPE as per IIRUP 2022 = 1st Bidding | 192 pcs = 1 LOT | PhP 534,917.73 |
| II | One (1) LOT of the FDA 15k Below Unserviceable PPE as per RWM 2022 = 1st Bidding | 80 pcs = 1 Lot | PhP 3,000.00 |
| III | One (1) LOT of the FDA Unserviceable PPE as per IIRUP 2018 = 2ND BIDDING | 45 pcs = 1 Lot | PhP 42,008.11 |

V. SUBMISSION OF BIDS AND BID BONDS

1. The Financial bid must be submitted using the company's/firm's or personal letterhead to the FDA-IDC Secretariat, GSD New Building, FDA Main Office, Civic Drive, Alabang, Muntinlupa City, in a sealed envelope including Photocopy of Mayor's Permit (front and back), latest Income Tax Return with BIR stamped or Tax Debit Memo (TDM) for electronic payment and shall be labeled with the FDA- IDC- ITB No. 2022-009-01, the **bidder's name, address and contact number**;

The FDA-IDC shall not be responsible for any tampering of bids that were not sealed;

2. A Bid Bond amounting to *ten percent (10%) of the bid proposal but not less than Fifty-Seven Thousand Nine Hundred Ninety-Two Pesos and Fifty-Eight Centavos (PhP57,992.58)* 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 Deadline of submission of bids is on **30 September 2022, Friday, 9:00 a.m.** Bids submitted beyond said deadline shall not be accepted.

4. The envelope shall be labeled as follow:

FINANCIAL BID FOR THE DISPOSAL OF FDA UNSERVICEABLE/OBSOLETE PPE

Name of Bidder: _____
Address: _____
Contact Number: _____
Email Address: _____

VI. MODIFICATION AND WITHDRAWAL OF BIDS

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the FDA-IDC prior to the deadline of submission of bids;
2. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the FDA-IDC prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; and
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

VII. OPENING OF BIDS

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the FDA-IDC member and the bidders who chose to attend;
2. An Abstract of Bids shall be prepared by the FDA-IDC Secretariat for signature of the FDA-IDC members and approval of the Head of the Agency or his authorized representative.

VIII. AWARDING OF BIDS

1. Award shall be made to the highest bidder;
2. In case of a tie, the FDA-IDC 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, the next highest bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award **SHALL BE REQUIRED TO PAY THE DIFFERENCE BETWEEN SAID BIDDER'S AND THAT OF THE NEXT HIGHEST BIDDER**, shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to FDA-IDC's other courses of action and remedies open to it.
4. Should the bid received is lower than the floor price or should there be no bidder, negotiated sale shall be resorted to, provided that the price shall not be lower than the price determined by the Inventory and Disposal Committee.

IX. PAYMENT

1. One-time payment in cash shall be made within five (5) calendar days from the date of receipt of the Notice of Award;
2. Payment through salary deduction, in case of winning bidders from FDA-IDC, shall not be allowed;
3. An Official Receipt shall be issued by the FDA Cashier covering the payment made by the winning bidder; and
4. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings.

X. PICK-UP/HAULING OF THE PROPERTY BY THE WINNING BIDDERS

1. The winning bidder shall be given ten (10) calendar days from receipt of the Notice to Proceed or Release Order, to pick-up and haul the property;
2. The winning bidder is required to remove the items awarded to him/her **within ten (10) working days after the receipt of the Release Order or Notice to Proceed**, otherwise, a storage fee in the amount equivalent to **1% of the total unwithdrawn item/s or Five Hundred Pesos (P500.00) whichever is higher** shall be charged against him per day of delay. Failure to claim the property **within thirty (30) days** shall be subject to cancellation of the award/contract and the ownership of the awarded property shall automatically revert to the FDA. All money received in connection with the sale shall be forfeited in favor of the FDA.
3. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and 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.

XI. FORFEITURE / RETURN OF THE BID BOND

1. The Bid Bond shall be forfeited in favor of FDA in the following instances:
 - 1.1 If the winning bidder refuses to accept the award; In case the winning bidder fails to make the payment within the prescribed period; and
 - 1.2 If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period;
 - 1.3 The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pickup/hauling of the properties.

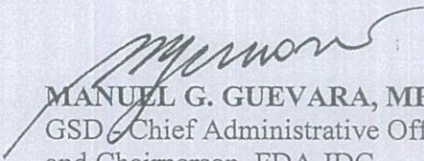
XII. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

1. If prospective bidders are declared ineligible;
2. No bids are received;
3. All bids fail to comply with the bid requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award or the winning bidder fails to make the payment as required.

In case of failure of the second auction/bidding, the FDA may dispose of the property through **negotiation**.

For inquiries, please contact IDC Secretary, Ms. Susy L. Paulin at FDA-GSD Direct Line 8815-95-97 and/or FDA Trunkline 8857-1900 local 1081


MANUEL G. GUEVARA, MPA
GSD Chief Administrative Officer
and Chairperson, FDA-IDC

CONFORME:

**Name and Signature of Bidder
and/or Authorized Representative:**

Designation:

Date:
