



Republic of the Philippines
Department of Health
FOOD AND DRUG ADMINISTRATION
INVITATION/INSTRUCTION TO BID
ITB NO. 2023-010-01



**DISPOSAL OF THE UNSERVICEABLE AND/OR OBSOLETE EQUIPMENT
THRU PUBLIC AUCTION/SALE BY LOT – 2ND BIDDING**

AS PER APPROVED CY 2023 INVENTORY AND INSPECTION OF UNSERVICEABLE PROPERTY (IIRUP) – 50K ABOVE &
INVENTORY AND INSPECTION OF SEMI-EXPENDABLE UNSERVICEABLE PROPERTY (IIRUSP) – 50K BELOW

20 October 2023

The Food and Drug Administration (FDA) thru General Services Division (GSD) hereby invites all interested parties to participate in the **CY 2023 Public Auction/Sale of the FDA Unserviceable/Obsolete Equipment by Lot – 2nd bidding**, as indicated below:

I. One (1) LOT – CY 2023 IIRUP-50k above DISPOSAL thru Public Auction/Sale

| <i>PPE Category (IIRUP)</i> | <i>Quantity</i> | <i>Appraisal = Minimum Floor Price</i> |
|---|-----------------|--|
| Information, Communication and Technology (ICT) | 89 | PhP 157,829.85 |
| Technical and Scientific Equipment (TSE) | 10 | |
| Communication Equipment (ce) | 5 | |
| Office Equipment (OE) | 14 | |
| <i>TOTAL</i> | 118 | |

II. One (1) LOT – CY 2023 IIRUSP – 50K below DISPOSAL thru Public Auction/Sale

| <i>PPE Category (IIRUSP)</i> | <i>Quantity</i> | <i>Appraisal = Minimum Floor Price</i> |
|---|-----------------|--|
| Information, Communication and Technology (ICT) | 162 | PhP 37,468.34 |
| Technical and Scientific Equipment (TSE) | 9 | |
| Communication Equipment (CE) | 6 | |
| Office Equipment (OE) | 33 | |
| <i>TOTAL</i> | 210 | |

The unserviceable and obsolete equipment subject for Public Auction/Sale by Lot – 2nd bidding are available for Inspection and Viewing from **20 October 2023 to 27 October 2023, on or before 9am Closing of Bid**, in the FDA – **Terminal I**, FDA Main Office, Filinvest Corporate City, Civic Drive, Alabang, Muntinlupa City. Look for Ms. Romaila Dacles and/or Mr. Archie Manalo, General Services Division (GSD) personnel, for assistance.



Interested bidders, who have a legitimate business permit, BIR certificate and/or other pertinent requirements shall be allowed to participate in the **ON-SITE PUBLIC AUCTION/SALE** thru **submission of bid offer using bid offer form** on **27 October 2023, Friday, 9:30 am**, in the FDA – General Services Division (GSD), FDA GSD New Building, Filinvest Corporate City, Civic Drive, Alabang, Muntinlupa City. FDA reserves the right to deny participation of late bidders.

Public Auction/Sale offered below the appraised value or minimum floor price shall be DISQUALIFIED. Award shall be made to the highest bidder. In case of a tie, the FDA-GSD will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder.

If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid. 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, without prejudice to FDA-IDC's other courses of action and remedies open to it.

A Bid Bond amounting to *ten percent (10%) of the minimum floor price PER LOT AND/OR but not less than 10% the total of the two (2) Lots*, in the form of **Cash**, must be submitted and placed inside the sealed mailing envelope labelled with the name of the company. Interested Bidders with **no corresponding Bid Bond or less than 10% of the minimum floor price submitted shall be disqualified.**

One-time payment in cash shall be made within five (5) calendar days from the date of receipt of the Notice of Award. An Official Receipt shall be issued by the FDA Cashier covering the payment made by the winning bidder.

The winning bidder and/or his authorized representative shall be given **ten (10) calendar days** from receipt of the Notice to Proceed or Release Order, to pick-up and haul the property from FDA. 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.

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.

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;
- 1.2 If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period; and
- 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.

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; and
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 first and second auction/bidding, the FDA shall dispose unserviceable and/or obsolete equipment through **negotiation in compliance with COA rules and regulations.**

For more details, please call or **email Ms. Susy L. Paulin, Administrative Officer IV, FDA-GSD at GSD Direct Line 8815-95-97 and/or FDA Trunkline Tel. Nos. 8857-1900 local 1081.**



MANUEL G. GUEVARA, MPA
Chief Administrative Officer
AFS – Genereal Services Division