

Government of the Republic of the Philippines
Department of Science and Technology
Advanced Science and Technology Institute

**BIDDING DOCUMENTS FOR THE
DISPOSAL BY PUBLIC BIDDING
OF VARIOUS UNSERVICEABLE
EQUIPMENT/ASSORTED
MATERIALS**

SECTION 1

INVITATION TO BID



INVITATION TO BID (ITB)

Sealed bids for sale of UNSERVICEABLE EQUIPMENT/ASSORTED MATERIALS on “**AS IS, WHERE IS**” basis will be received by the Disposal Committee of the Advanced Science and Technology Institute, ASTI Bldg., C.P. Garcia Ave., UP Campus, Quezon City, on **15 February 2022** (date) at **10:00 AM** (time) at **ASTI Training Room** (room), at which place, time and date bids will be opened in the presence of the bidders of their duly authorized representatives.

Items to bid for:

| ITEM/DESCRIPTION | Quantity | Location | Floor Price |
|--------------------------------------------|----------|-------------------------------------------------------|-----------------------------------------------------------------|
| Airconditioning Units (Indoor and Outdoor) | 1 lot | ASTI Bldg., C.P. Garcia Ave., UP Diliman, Quezon City | Twenty-seven thousand four hundred pesos (Php 27,400.00) |
| Laptops and Desktop | | | |
| Compressors, Capacitor | | | |
| Air Coolers | | | |
| Electric Mosquito Killer | | | |

Relative thereto, a pre-bid conference will be conducted on **03 February 2022** at **10:00 AM** at the **ASTI Training Room** to discuss among others the Terms of Reference. Actual bidding shall be held on **15 February 2022, 10:00 AM** at **ASTI Training Room**.

For inspection of the above items (scheduled from **31 January 2022** to **11 February 2022** and securing of bid documents, please contact **Ms. Mary Drol Dee Q. Gilla** of the Property and Supply Section at ASTI Bldg., C.P. Garcia Ave., UP Campus, Quezon City with contact number +63 2 8249-8500 loc. 2007.

Sealed bids will be received until **9:30 AM of 15 February 2022 at the G/F DOST-ASTI Bldg., C.P. Garcia Ave., U.P. Campus Diliman, Quezon City 1101**, observing subsequent amendment/addendum issued, if any, at which time all bids shall be opened and read publicly. Submission of bids after the designated time and date shall no longer be accepted.

Sealed bid offers shall be submitted to Disposal Committee together with the Bidder’s Bond (BB) amounting to 10% per lot. The 10% bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period in the Notice of Award and to Proceed (NAP).

Subject Bidder’s Bond will be returned to the non-winning bidders right after the award and for the winning bidder, BB shall form part of their payment.

In case of a “**Tie**” among bidders which takes place when two or more bidders offered exactly the same price quotation, all concerned bidders of their duly authorized representative shall appear after the conduct of the bidding and witness the drawing of lots. This shall be the basis to determine the winning bidders based on sheer luck or chance corollary to the Government Procurement Policy Board (GPPB) Circular No. 06-2005 dated 05 August 2005. The “drawing of lots” shall be conducted by the Disposal Committee in the presence of the concerned bidders on their duly authorized representatives and a representative from the Office of the COA Auditor.

Upon payment of the full price, the winning bidder shall be the recipient of unserviceable properties/assorted materials and is required to haul the same within seven (7) working days.

The ITB will be posted in at least three (3) public places in the locality and at the ASTI Intranet and Website. The ASTI reserves the right to reject any or all bids, thereof, waive any informality found therein or accepts such bids or to award to any interested party/bidder whose bid is considered most advantageous to this Commission and/or the government.

MAY C. CAYABAN

Chairperson, Disposal Committee

Finance and Administrative Division

Advanced Science and Technology Institute

G/F DOST-ASTI Bldg., C.P. Garcia Ave., U.P. Campus

Diliman, Quezon City 1101

Tel. No.: +63 2 8249-8500 loc. 2007

www.asti.dost.gov.ph

SECTION II

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF SALE

INSTRUCTION TO BIDDERS AND TERMS AND CONDITIONS OF SALE

1. INTRODUCTION

1.1. The Department of Science and Technology (DOST) – Advanced Science and Technology Institute (ASTI), hereinafter referred to as DOST-ASTI, will receive bids for the sale of unserviceable equipment/assorted materials, as described in Section III of the Bidding Documents.

1.2. This Section provides instructions to bidders for the Public Auction. The DOST-ASTI may issue special instructions to bidders and may require additional documents from the bidders.

2. COST OF BID

2.1. The Bidder shall bear all costs in the preparation and delivery of their bids and the DOST-ASTI shall in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

3. BID DOCUMENTS

3.1 A Complete set of Bid Documents shall include:

3.1.1. Invitation to Bid for the Disposal By Sale of Unserviceable equipment/Assorted materials;

3.1.2. Instruction to Bidders (IB) and Terms and Conditions of Sale;

3.1.3. The Price Quotation Form, which includes the bid offers;

3.1.4. Bid Security in the prescribed form;

3.1.5. Amendment and/or Addendum on the original bid documents, if any.

3.1.6. Special Instructions, if any.

4. TIME AND PLACE FOR RECEIPT OF THE BIDS

4.1. Sealed bids will be received until **9:30 AM of 15 February 2022 at the G/F DOST-ASTI Bldg., C.P. Garcia Ave., U.P. Campus Diliman, Quezon City 1101**, observing subsequent amendment/addendum issued, if any, at which time all bids shall be opened and read publicly. Submission of bids after the designated time and date shall no longer be accepted.

5. ELIGIBILITY CRITERIA

(a) Any person, partnership or corporation complying with the prescribed rules and regulations may participate in the sale by public bidding.

6. BIDS TO BE CONSIDERED

6.1. Only bids from parties and their authorized representatives who have been duly issued the Bid Documents shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.

6.2. No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.

6.3. Parties/companies with pending cases and outstanding obligations with DOST-ASTI shall be excluded from the bidding.

6.4. Bids submitted without Bid Security, or bids submitted with materially defective or otherwise unacceptable Bid Security will be rejected outright and returned to the bidder.

7. SUBJECT OF BID

7.1. Bids shall be for the sale of the following DOST-ASTI owned unserviceable equipment/assorted materials as specified below:

| ITEM/DESCRIPTION | Quantity | Location | Floor Price |
|--------------------------------------------|-----------------|----------------------------------------------------------------|-----------------------------------------------------------------------------|
| Airconditioning Units (Indoor and Outdoor) | 1 lot | ASTI Bldg., C.P. Garcia Ave., UP Diliman, Quezon City | Twenty-seven thousand four hundred pesos (Php 27,400.00) |
| Laptops and Desktop | | | |
| Compressors, Capacitor | | | |
| Air Coolers | | | |
| Electric Mosquito Killer | | | |

7.2. The above mentioned properties shall be sold on an "AS-IS, WHERE-IS, CLEAN-UP, ALL MUST GO"

8. BIDDING INFORMATION

8.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed in the pre-bid conference and in the official announcement of bid results.

9. PREPARATION OF BIDS

9.1. Bidders shall prepare their bids using the prescribed Price Quotation Form specified in this Bidding Documents.

9.2. Each bidder must submit 2 mother envelopes containing the following:

A. First (1st) Envelope (Eligibility):

- i. Duly signed Instruction to Bidders and Terms & Conditions of Sale
- ii. Bidder's Inspection Certificate

B. Second (2nd) Envelope (Financial):

- i. Corresponding Bid Security
- ii. Bidder's proposal in the prescribed Price Quotation Form

9.3. For the **First (1st) Envelope (Eligibility)**, each bidder must submit **three (3) separate sealed bid envelopes** marked as "**Original**", "**Copy1**" and "**Copy2**" containing the eligibility documents. In case of discrepancy among the copies, the original shall govern.

9.4. For the **Second (2nd) Envelope (Financial)**, each bidder must submit **three (3) separate sealed bid envelopes** marked as "**Original**", "**Copy1**" and "**Copy2**" containing the financial documents. In case of discrepancy among the copies, the original shall govern.

9.5. Each envelope should be securely sealed, signed on the flap and marked as follows:

TO: **MAY C. CAYABAN**

Chairperson, Disposal
Committee

Finance and Administrative Division

Advanced Science and Technology Institute

DOST-ASTI Bldg., C.P. Garcia Ave., U.P. Campus

Diliman, Quezon City 1101

FROM: <NAME OF BIDDER>
<ADDRESS OF BIDDER>

RE: <LOT NO. AND LOT DESCRIPTION>

9.6. The Bid Price offered must be on an individual "Lot" basis. A bidder can bid on any single lot or all lots as described in Section 7 hereof.

10. BID CURRENCY

10.1 In all bids, prices shall be expressed in written words and figures in Philippine Currency. In case of discrepancies between prices in words and figures, the prices in words shall be considered as the bid price.

11. VALIDITY OF THE PROPOSAL

11.1. A bid will be deemed valid for a period of sixty (60) calendar days from the date of bid opening, which shall be stated in the Price Quotation Form (PQF). A bid with a shorter validity period shall not be considered.

11.2. The DOST-ASTI may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing or fax or e-mail.

12. ADDENDA TO SPECIFICATIONS

12.1 DOST-ASTI shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an Addendum/Addenda, any copies will be furnished to all prospective bidders and/or shall be posted in DOST-ASTI Website.

12.2 In consideration of its best interest, DOST-ASTI may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.

12.3 Bidders are required to acknowledge receipt of all addenda to the Bid Documents by email prior to the opening of bids.

12.4 Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid (ITB), which could result in the rejection of bid.

13. BIDDER'S EXCEPTIONS

13.1. It is the desire of the DOST-ASTI to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents shall communicate such clarifications, deviations or exceptions during the pre-bid conference giving the reasons therefore.

13.2. If the clarifications, deviations or exceptions are acceptable to the DOST-ASTI, an amendment/addendum will be issued for the general information of all prospective bidders. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by the DOST-ASTI.

14. BID SECURITY

14.1. Each bidder shall submit a Bid Security in the amount of not less than ten **(10%) percent of the total bid price** in the form of cash or manager's check payable to the Advanced Science and Technology Institute (ASTI), and/or combination thereof.

14.2. A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned

to the bidder.

14.3. Upon determination of the highest calculated responsive bidder, the DOST-ASTI shall return outright the bid security of the other bidders without interest.

14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award/Contract, within seven (7) calendar days after receipt of written advice.

14.5. The Bid Security of the winning bidder shall be converted into Performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provisions of the Notice of Award/Release Order/Contract have been met by the awardee.

15. SUBMISSION AND OPENING OF BIDS

15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Clause 4 of this Section. After the time set for bid opening, the DOST-ASTI Bids and Awards Committee will open and read the bids in the presence of the bidders or their authorized representatives.

15.2. Offers not submitted by the bidder's authorized representatives or received after the time set for bid opening will not be accepted.

16. DEFECTIVE BIDS

16.1. At the time of opening of bids, a bid shall be considered defective in any of the following cases: (a) not properly sealed and signed as required in clause 10; (b) not properly marked as required in clause 10; (c) not properly filled-up form (e.g. unsigned bids); (d) not accompanied or guaranteed by a Bid Security; (e) with insufficient Bid Security; (f) not accompanied by a duly accomplished Bidder's Inspection Certificate or Sworn Statements; (g) with a validity period less than that required; or (h) lacking in any of the documents required in clause 10.

17. WITHDRAWAL OF BIDS

17.1. A bidder may be allowed to withdraw his Bid before the time of opening of bids. Such bid shall be returned unopened.

17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

18. RESERVATION CLAUSE

18.1 The DOST-ASTI reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of the DOST-ASTI to explain the reasons thereof.

19. ACCEPTANCE OF THE BID

19.1. The Bidder whose bid is the highest, responsive or complying bid on each of the individual items/lots and which is most advantageous to the DOST-ASTI shall be declared the Successful Bidder for that particular item/lot.

19.2. The Successful Bidder/Bidders must signify its consent to enter into a contract within five (5) days from receipt of the written notice from the DOST-ASTI.

20. FAILURE OF BIDDING

20.1. The DOST-ASTI shall declare the bidding failure in any of the following cases:

- a. There is no bidding participant;
- b. Only one (1) bidder submitted a Bid for each lot;
- c. All bidders failed to comply with the Terms and Conditions of Sale as prescribed in the Instruction to Bidders (ITB);
- d. Complying bidders failed to meet the minimum bid price.

21. AWARD OF CONTRACT

21.1. Award shall be made to the highest complying bidder.

21.2. Contract/Notice of Award (NOA) shall be issued to the winning bidder after approval of the concerned approving authority.

21.3. No transfer and/or assignment of Award/Contract shall be allowed.

21.4. The Award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of the DOST-ASTI if the winning bidder fails to secure, sign or acknowledge the Notice of Award/Contract, within seven (7) calendar days after receipt of written advice.

22. PAYMENT

22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to the Advanced Science and Technology Institute (ASTI), and/or combination thereof, within seven (7) calendar days upon receipt/acknowledgement of the Notice of Award (NOA)/Contract.

22.2. No other form of payment shall be accepted.

22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of DOST-ASTI.

23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

23.1. After payment of the awarded items, the awardee/s shall withdraw the properties and equipment within the required period as stipulated in the Release Order (RO). Otherwise, the awardee shall pay the DOST-ASTI the corresponding storage fee equivalent to one-tenth of one (1%) percent of the price of the unwithdrawn items, or Php. 100.00/day of delay, whichever is higher but not to exceed ten (10%) percent of the total amount of the Award.

23.2. Once the cumulative amount of storage fee reaches ten (10%) percent of the total amount of Award, the DOST-ASTI may rescind/cancel the Award, forfeit the Bid Security, and impose the appropriate sanctions as penalty.

23.3. The actual release/withdrawal of awarded items shall be made during regular office hours (9:00 a.m. - 4:00 p.m.), Monday thru Friday, and shall be witnessed by the designated representatives of the Disposal Committee (DC),

Commission on Audit (COA) and Security Officer from DOST-ASTI who shall affix their signatures on the "Release Order" (RO).

23.4. In the event that actual weight/quantity of the awarded items turned out to be greater than that specified in the Notice of Award (NOA), the awardee shall pay the corresponding amount of the excess quantity based on his bid price.

23.5. Since the bidding is at an "As Is, Where Is Basis", in the event that the actual weight/quantity of the awarded item is less than that specified in the Notice of Award (NOA), no refund of payment shall be made by the designated HOPE representative.

23.6. Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

24. TAXES, CUSTOMS DUTIES, COST OR CHARGES

24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs of charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.

24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID AND WAIVER OF RIGHTS TO ENJOIN PROTEST

25.1. The bidder after having been issued the Bid Documents (BD), has deemed accepted the terms and specifications established by DOST-ASTI and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against DOST-ASTI, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract.

CONFORME:

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative/Date Signed

Complete Business Address

Tax Identification No.

Mobile No., Telephone No., Fax No.

Email Address

SECTION III

PRESCRIBED BIDDING FORMS

{Letterhead of the Bidder}
PRICE QUOTATION FORM

Date

MAY C. CAYABAN
Chairperson, Disposal Committee
Advanced Science and Technology Institute

Sir/Madam:

In response to your Invitation to Bid (ITB) and in accordance with the stipulations of the Instructions to Bidders (ITB) and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

| Lot No. | Lot Description | Minimum Bid Price | Bid Offer (in Words and Figures) |
|---------|----------------------------------------------------|--------------------|----------------------------------|
| Lot 1 | Various Unserviceable Equipment/Assorted Materials | Php 27,400.00/ lot | |

I have actually seen and inspected the above items and my bid is based on my own estimate. The above offer shall be valid for sixty (60) days. Enclosed is the required Bid Security (BS) in the amount of Php_____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name of Bidder/Business Name

Name and Signature of the Authorized Representative

Complete Business Address

Tax Identification No.

Contact Nos. (Mobile and/or landline)



BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items/materials which are subject for public bidding to be conducted on 15 February 2022, 10:00 AM at its present location, to wit:

| Lot No. | Lot Description | Minimum Bid Price |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1 | Various Unserviceable Equipment/Assorted Materials located at the Ground Floor Area, DOST-ASTI Bldg., C.P. Garcia Ave., U.P. Campus Diliman, Quezon City 1101 | Php 27,400.00/ lot |

Inspection of the above items/materials was conducted on _____
in the presence of the authorized End-User/Disposal Committee representative/s.

Signature over Printed Name of Bidder

INSPECTION ATTESTED BY:

Signature over Printed Name
End-User/Disposal Committee Representative/s