

**Office of the President
of the Philippines
Malacañang**

Office of the President Disposal Committee (OPDC)

PUBLIC BIDDING FOR OLD NEWSPAPERS

12 October 2016, Wednesday, 2:00 p.m.

Executive Secretaries Hall and Gallery

4th Floor, Mabini Hall

INVITATION TO BID (ITB)

1. The OPDC intends to sell in the minimum amount of Five Pesos (Php5.00) per kilo for old newspapers located at the Assets Management Office (AMO), and invites prospective buyers to bid for the sale of said newspapers to cover the months from October to December 2016.
2. No bid shall be allowed lower than the said floor price.
3. Upon payment of a non-refundable Bid Fee of Five Hundred Pesos (Php500.00) at the OP Cashiering Division, interested bidders may get the bid documents at AMO, with office address at 227 Filomena Bldg, San Rafael St., San Miguel, Malacañang, Manila and telephone number 7844286 local 4557, from 05-11 October 2016.

INVITATION TO BID (ITB)

4. Sealed bids will be received at AMO on or before 12:00 noon of 12 October 2016, Wednesday. The bidder (company owner) shall enclose in a sealed envelope the following:
 - Fully-accomplished Bid Form
 - Photocopy of the company's latest Mayor's Permit
 - Photocopy of the company's latest Income Tax Return, stamped "received by BIR or its duly accredited and authorized institutions"
 - Latest duly notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).
5. The bid shall be declared void if it does not comply with the abovementioned requirements. Prior to the issuance of the Notice of Award and to Proceed (NAP), the winning bidder shall present the original copy of the foregoing documents for validation.

INVITATION TO BID (ITB)

6. Opening of bids will be held on 12 October 2016, Wednesday at exactly 2:00 p.m. at the Executive Secretaries Hall and Gallery.
7. The winning bidder shall haul the old newspapers every last Friday or last working day of the month.
8. The winning bidder shall properly weigh the old newspapers in the presence of the OPDC member/s, OPDC Secretariat member/s, and Commission on Audit representative (if available).

INVITATION TO BID (ITB)

9. The winning bidder shall shoulder the transportation, facilities, and manpower needed in the actual weighing and hauling of the old newspapers.
10. This ITB will be posted in at least three (3) public places in the locality and at the OP intranet and website. The OPDC 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. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred.