

Office of the President  
of the Philippines  
Malacañang

*Office of the President Disposal Committee (OPDC)*

**INVITATION TO BID FOR THE  
PUBLIC BIDDING FOR  
UNSERVICABLE PROPERTIES  
AND WASTE MATERIALS**

**19 December 2017, Tuesday, 2:00 p.m.**

**3<sup>rd</sup> Floor, Conference Room  
Assets Management Office**

# COMMUNICATION EQUIPMENT

(I.E. FAX MACHINE, TELEVISION, TELEPHONE, KARAOKE)



# **FIREFIGHTING EQUIPMENT**

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**(I.E. FIRE EXTINGUISHER)**



# FURNITURE AND FIXTURE

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(I.E. CHAIR, TABLE, SOFA, PARTITION)



# IT EQUIPMENT

(I.E. CPU, MONITOR, AVR, UPS, LAPTOP, PRINTER)



# OFFICE EQUIPMENT

(I.E. AIRCON, COPIER, FAN)



# OTHER PROPERTY

(I.E. BUGGY, MOWER, WELDING MACHINE)



# WASTE MATERIALS

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## Particulars



**Vehicle Spare Parts**



**Batteries**



**Plastic Toners, Inks, and Cartridges**



# INVITATION TO BID (ITB)

1. The OPDC hereby invites all interested parties to participate in the public bidding of the following lots on an “**As-Is Where-Is**” basis as indicated below:

<u>ITEM/DESCRIPTION</u>	<u>LOCATION</u>	<u>FLOOR PRICE</u>
<b><u>LOT 1: UNSERVICEABLE PROPERTIES</u></b> (Communication Equipment, Firefighting Equipment and Accessories, Furniture and Fixture, Inventory Custodian Slip, IT Equipment, Office Equipment, Other Property, Plant and Equipment)	Assets Management Office (AMO)	<b>P155,873.00</b>
<b><u>LOT 2: WASTE MATERIALS</u></b> (Assorted Vehicle Spare Parts and Other Scrap Materials, Batteries, Plastic Toner, Inks and Cartridges)		<b>P15,970.00</b>

# INVITATION TO BID (ITB)

2. No bid shall be allowed lower than the said floor prices for each lot.
3. Upon payment of a non-refundable Bid Fee of Five Hundred Pesos (Php500.00) per lot at the OP Cashiering Division, interested bidders may get the bid documents, view and inspect said items at AMO, with office address at 227 Filomena Bldg, San Rafael St., San Miguel, Malacañang, Manila and telephone number 7844286 local 4557, on 7 – 18 December 2017 (excluding Saturday and Sunday), from 8:00 a.m. to 5:00 p.m., and 19 December 2017, from 8:00 a.m. to 12:00 n.n.

# INVITATION TO BID (ITB)

4. Sealed bids will be received at AMO on or before 12:00 noon of 19 December 2017. The bidder (company owner) shall enclose in a sealed envelope the following for each lot he/she wishes to bid:
- Fully-accomplished Bid Form
  - Minimum bond equivalent to ten percent (10%) or more of the bid in the form of cash or manager's check issued by a reputable bank payable to the "Office of the President of the Philippines"
  - Photocopy of the company's latest Mayor's Permit
  - Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), stamped "received by BIR or its duly accredited and authorized Institutions"/Tax Clearance (BIR Form 17.14B) or Certificate of Registration (BIR Form 2303), in case of new companies
  - Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).

# INVITATION TO BID (ITB)

5. The company owner or his/her duly notarized company representative must be present during the opening of the bids, otherwise, his/her envelope shall not be opened.
6. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. 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.
7. Opening of bids will be held on 19 December 2017, at exactly 2:00 p.m. at the 3<sup>rd</sup> Floor Conference Room of AMO.
8. The bond will be returned to the non-winning bidder/s right after the award.

# INVITATION TO BID (ITB)

9. The ten percent (10%) bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the NAP.
10. Upon payment of the full price, the winning bidder/s shall be the recipient of the unserviceable properties and waste materials and is required to haul the same within seven (7) working days. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred.
11. 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.

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

**Office of the President Disposal Committee (OPDC)**

**INVITATION TO BID (ITB)**

1. The OPDC hereby invites all interested parties to participate in the public bidding of one (1) lot of unserviceable properties on an "As-Is Where-Is" basis as indicated below:

<u>ITEM/DESCRIPTION</u>	<u>LOCATION</u>	<u>FLOOR PRICE</u>
Communication Equipment, Firefighting Equipment and Accessories, Furniture and Fixture, Inventory Custodian Slip, IT Equipment, Office Equipment, Other Property, Plant and Equipment	Assets Management Office (AMO)	P155,873.00

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, view and inspect the unserviceable properties at AMO, with office address at 227 Filomena Bldg. San Rafael St., San Miguel, Malacañang, Manila and telephone number 7844286 local 4557, on 7 – 18 December 2017 (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 5:00 p.m., and 19 December 2017 from 8:00 a.m. to 12:00 n.n.
4. Sealed bids will be received at AMO on or before 12:00 noon of 19 December 2017. The bidder (company owner) shall enclose in a sealed envelope the following:
- Fully-accomplished Bid Form
  - Minimum bond equivalent to ten percent (10%) or more of the bid in the form of cash or manager's check issued by a reputable bank payable to the "Office of the President of the Philippines"
  - Photocopy of the company's latest Mayor's Permit
  - Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), stamped "received by BIR or its duly accredited and authorized Institutions"/Tax Clearance (BIR Form 17 14B) or Certificate of Registration (BIR Form 2303), in case of new companies
  - Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).
5. The company owner or his/her duly notarized company representative must be present during the opening of the bids, otherwise, his/her envelope shall not be opened.
6. The bid shall be declared void if it does not comply with the requirements mentioned in Item nos. 2, 3, 4, and 5. 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.
7. Opening of bids will be held on 19 December 2017 at exactly 2:00 p.m. at the Executive Secretaries Hall and Gallery, 4<sup>th</sup> Floor, Mabini Hall.
8. The bond will be returned to the non-winning bidder/s right after the award.
9. The ten percent (10%) bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the NAP.
10. Upon payment of the full price, the winning bidder shall be the recipient of the unserviceable properties and is required to haul the same within seven (7) working days. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred.
11. 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.

  
**RIZALINA N. JUSTOL**  
Deputy Executive Secretary  
for Finance and Administration  
and Chair, OPDC

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


**Office of the President Disposal Committee (OPDC)**

**INVITATION TO BID (ITB)**

1. The OPDC hereby invites all interested parties to participate in the public bidding of one (1) lot of waste materials on an "As-Is Where-Is" basis as indicated below:

<u>ITEM/DESCRIPTION</u>	<u>LOCATION</u>	<u>FLOOR PRICE</u>
Assorted Vehicle Spare Parts and Other Scrap Materials, Batteries, Plastic Toner, Inks and Cartridges	Assets Management Office (AMO)	P15,970.00

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, view and inspect the waste materials at AMO, with office address at 227 Filomena Bldg, San Rafael St., San Miguel, Malacañang, Manila and telephone number 7844286 local 4557, on 7 – 18 December 2017 (excluding Saturday, Sunday and Holiday), from 8:00 a.m. to 5:00 p.m., and 19 December 2017, from 8:00 a.m. to 12:00 n.n.
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- Fully-accomplished Bid Form
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  - Photocopy of the company's latest Mayor's Permit
  - Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), stamped "received by BIR or its duly accredited and authorized institutions"/Tax Clearance (BIR Form 17,14B) or Certificate of Registration (BIR Form 2303), in case of new companies
  - Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding).
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6. The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2, 3, 4, and 5. 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.
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9. The ten percent (10%) bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period stated in the NAP.
10. Upon payment of the full price, the winning bidder shall be the recipient of the waste materials and is required to haul the same within seven (7) working days. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred.
11. 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.

  
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