

**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:

ITEM/DESCRIPTION	LOCATION	FLOOR PRICE
Old newspapers (approximately 4,000 kilos)	AMO Building	Php313,000.00
Used/obsolete inks and toners (1,623 pieces)	AMO Building and P. Casal Warehouses	
Used Vehicle Batteries	P. Casal Warehouse	
Used vehicle spare-parts, scrap materials, long-span roofing sheets, plastic, and other waste materials	Engineering Yard / NEB Ground	

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) to the OP Cashiering Division, interested bidders may get the bid documents at the Assets Management Office (AMO), with office address at the Ground Floor, AMO Building, San Rafael Street, San Miguel, Manila and telephone number 82498310 local 8012, view and inspect said items at their respective locations on **11 and 14 December 2020**, from 9:00 a.m. to 4:00 p.m.
4. Sealed bids will be received at AMO **on or before 12:00 noon of 15 December 2020 (Tuesday)**. The bidder (company owner) shall enclose in a sealed envelope the following:
  - a. Fully-accomplished Bid Form
  - b. 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"
  - c. Photocopy of the company's latest and valid Mayor's Permit
  - d. 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
  - e. 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 authorized 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 **18 December 2020 (Friday)** at exactly **2:00 p.m.** at the **Mabini Social 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 unserviceable properties and waste materials and is required to haul the same within three (3) working days.
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*  
**RIZALINA N. JUSTOL**  
Deputy Executive Secretary  
for Finance and Administration  
and Chair, OPDC