

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

OFFICE OF THE PRESIDENT DISPOSAL COMMITTEE (OPDC)

INVITATION TO BID (ITB)

1. The Office of the President Disposal Committee (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 |
|---|---|---|
| Used Tires, Used Curtains, Seat Covers and Linens, and Tattered Mailing Envelopes | AMO Warehouse (San Rafael Street, San Miguel, Manila and Malacañang Materials Recovery Facility) | Thirty Thousand Eight Hundred Pesos (Php30,800.00) |

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) to the OP Cashiering Division, interested bidders may get the bid documents from the Assets Management Office (AMO), with office address at 227 San Rafael Street, San Miguel, Manila and telephone number 82498310 local 8012 and 8287, view and inspect said items at their respective locations on **12 and 15 November 2021**, in two (2) batches:
- First Batch: 10:15 a.m. (waiting time at AMO Building shall be from 09:30 a.m. to 10:00 a.m.)
 - Second Batch: 02:15 p.m. (waiting time at AMO Building shall be from 01:30 p.m. to 02:00 p.m.)
4. Sealed bids will be received at the AMO on or before **12:00 noon of 16 November 2021 (Tuesday)**. 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 bidder's latest and valid Mayor's/Business Permit; in case of submission of the expired permit, the Official Receipt will be acceptable as proof that the bidder has applied for the renewal of the Mayor's/Business Permit;
 - Photocopy of the bidder'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; and
 - Latest notarized Special Power of Attorney (in case the duly authorized bidder's representative is attending the public bidding).
5. The bidder or his/her duly authorized representative must be present during the opening of the bids; otherwise, his/her envelope shall not be opened. They are also required to wear proper attire (slippers, sando, shorts, and rugged jeans are not allowed) when entering the AMO Building premises.
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 on the day of the opening of bids.
7. Opening of bids will be held on **16 November 2021** at exactly **2:00 p.m.** at the **Third Floor, AMO Building**.
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 items and is required to retrieve the same within seven (7) working days.
11. The OPDC shall not, directly or indirectly, in whole or in part, entertain any third-party transactions (i.e., second buyers) for the items that will be bidded out. Any claims with regard to the aforementioned disposal should be directed to the winning bidder being the official recipient of the waste materials.
12. This ITB will be posted in at least three (3) public places in the locality and at the OP Intranet and website from 4 to 12 November 2021. 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 to the bidder whose bid is the most advantageous to the government.


RIZALINA N. JUSTOL

Deputy Executive Secretary for Finance and Administration
and Chair, OPDC