

**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 five (5) motor vehicles (to be sold as a single lot) on an “as-is where-is” basis, as indicated below:

MAKE	MODEL	LOCATION	FLOOR PRICE
HYUNDAI GRAND STAREX (VAN)	2007	Malacañang Motor Pool Office (P. Casal Street, Quiapo, Manila)	Php601,000.00
TOYOTA LAND CRUISER (WAGON)	2001		
FORD FOCUS (SEDAN)	2006		
SHENYANG JINBEI (PASSENGER VAN)	2012		
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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 227 San Rafael Street, San Miguel, Manila, and telephone number 82498310 local 8012, view and inspect said vehicles at the Malacañang Motor Pool Office on **28 and 29 April 2022**, in two (2) batches:
- a. First Batch: 10:15 a.m. (waiting time at AMO Building shall be from 09:30 a.m. to 10:00 a.m.)
 - b. Second Batch: 02:15 p.m. (waiting time at AMO Building shall be from 01:30 p.m. to 02:00 p.m.)

Only the prospective bidder or his duly authorized representative and one mechanic, if he/she finds it necessary, shall be allowed during the viewing.

4. Sealed bids will be received at the **AMO on or before 12:00 noon of 4 May 2022 (Wednesday)**. The bidder 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 for each lot 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/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;
 - 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” or Tax Clearance Certificate (BIR Form 17.14B) or Certificate of Registration (BIR Form 2303) in case of new companies; and
 - e. Latest notarized Special Power of Attorney or Secretary’s Certificate, 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 Mabini Hall 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 **4 May 2022 (Wednesday)** at exactly **2:00 p.m.** at the **Social Hall, 4th Floor, Mabini Hall 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 completion of the payment and surrender of one (1) duly notarized Deed of Sale for the purchased vehicles, the winning bidder shall be the recipient of said vehicles.
11. The representative of Malacañang Motor Pool Office, together with the winning bidder, shall surrender the Philippine Registration Plates (set) to the Land Transportation Office (LTO) provided that the winning bidder has secured a Philippine National Police – Highway Patrol Group Clearance from Camp Crame in addition to the Deed of Sale, Inventory List, Notice of Award, Official Receipts, Compulsory Third Party Liability Insurance, Stencils of Chassis and Engine Numbers, and photocopy of the LTO Official Receipt / Certificate of Registration (OR/CR).

The original copy of the OR/CR will be surrendered to the winning bidder once all clearances has been secured.
12. The winning bidder shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied in connection with the sale of vehicles. All expenses, including the notarization of documents related to the sale, and incidental to the hauling of the vehicles, shall be borne by the winning bidder.
13. The OPDC shall not, directly or indirectly, in whole or in part, entertain any third-party transactions (i.e., second buyers) for the vehicles 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 motor vehicles.
14. This ITB will be posted in at least three (3) public places in the locality and at the OP Intranet and Website on 21 – 27 April 2022. 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.


JONE RECHIE L. GIGAYON
Assistant Executive Secretary and Office-In-Charge
Office of the Deputy Executive Secretary for Finance and Administration
and Chair, OP Disposal Committee