



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV-A (CALABARZON)

Brgy. Isabang, Lucena City Quezon
Tel. Nos.: (02) 795-5472
Website: pca.gov.ph / Email Address: regioniv@pca.gov.ph

BID DOCUMENT FOR THE DISPOSAL THROUGH PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN QUEZON

Bid No. 2024-09-002-PCA4

DISPOSAL COMMITTEE

PCA Region IV

September 18, 2024



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SECTION I

SCHEDULE OF REQUIREMENTS



REPUBLIC OF THE PHILIPPINES
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SCHEDULE OF REQUIREMENTS

The Regional Assets Disposal Committee – PCA IV to conduct the disposal in accordance with the Guidelines in Disposal of unserviceable Property, Plant and Equipment (PPE) and, hereby published at the Agency's website, PCA IV-A Facebook Page and in the PCA IV Bulletin Board the Invitation to Bid through Public bidding of Unserviceable Properties under Bid No. 2024-09-002-PCA4, Lucena City and such other conspicuous places for the conduct of the public bidding with herein Schedule of Requirements, to wit:

Posting of Invitation for Bid	-	Active: September 18, 2024 Closing: October 14, 2024, 9:30 A.M.
PRE-BID CONFERENCE	-	September 30, 2024, 10:00 A.M. – 11:00 A.M. PCA IV RO 2 nd Floor, Conference Room
Ocular Inspection for Bidders / Viewing of Unserviceable Properties	-	September 30, 2024, 11:00 A.M.- 05:00 P.M. PCA IV RO Compound, Lucena City
Deadline of Submission of Bids	-	October 14, 2024, 9:30 A.M. To be submitted at PCA IV RO., c/o Property Unit, Ground Floor
BID OPENING	-	October 14, 2024, 10:30 A.M. PCA IV RO 2 nd Floor, Conference Room, with Secretariat, & Observers
Evaluation of Bids	-	October 14, 2024, 11:00 A.M.- 12:00 NOON Regional Assets Disposal Committee – PCA IV
Notice of Award	-	October 17, 2024
Notice to Proceed	-	Within three (3) days after signifying/conforme of NOA
Payment of Contract	-	Within five (5) days, payment shall be made by the winning Bidder to PCA IV, Lucena City in the form of Cash for all properties.
Pull-Out of PPEs	-	Winning bidder shall have the responsibility of pulling out within five (5) days the unserviceable properties with issuance of authority/release order to pull out the items upon full payment of contract and clearing of the area.



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SECTION II

INVITATION TO BID



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INVITATION TO BID
FOR PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES
IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN
QUEZON
Bid No. 2024-09-002-PCA4

NOTICE is hereby given to all interested parties that PCA IV Regional Office, located at Brgy. Isabang, Lucena City will conduct disposal through PUBLIC BIDDING of UNSERVICEABLE PROPERTIES under Bid No. 2024-09-002-PCA4 deposited at the PCA IV RO, Lucena City and various municipalities in Quezon and will be sold in an "AS-IS WHERE-IS" Basis.

The bid for the herein Lot shall be quoted at Ph141,395.60 as the floor price for the herein unserviceable properties:

LOT	LOCATION	ARTICLES	AMOUNT
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.	Php138,895.60
	Casay, San Francisco. Quezon	Fiber Screener	
	Brgy. Apad Lutao, Calauag, Quezon	Micro Decorticating Machine	
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decorticating Machine; Truck-mounted Deco Machine	
	Canales' Residence, San Narciso, Quezon	Mini Decorticating Machine	
	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener	



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	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine	
	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine	
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine	
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine	
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD	Php2,500.00
		TOTAL	Php141,395.60

Bids received lower than the total Floor Price for the whole lot shall be automatically rejected at bid opening.

All interested buyer/s may inquire, avail or get the Bidding Document at the PCA IV Regional Office, Lucena City c/o The Chairman, Regional Assets Disposal Committee, Property Unit PCA IV, Lucena City. Buyers who will participate in the bidding shall pay **Ph500.00** for the bid document before the deadline of submission and/or dropping of bid proposal.

The bidding is open to all registered scrap buyers only. The description of an eligible bidder, documentary requirements and other details on the bidding is contained in the Terms and Conditions and Instructions to Bidders.

Bidders are required to post/enclose a refundable Bid Bond in the amount of Fourteen Thousand One Hundred Thirty-Nine Pesos & 56/100 (Php14,139.56) which is equivalent to ten (10%) of the floor price. The bidding will be conducted through open public bidding procedure using a nondiscretionary "pass/fail" criterion.

Deadline of submission/dropping of bids will be on or before October 14, 2024, at 9:30 A.M. Opening of Bids will follow at 10:30 in the morning on same day. Late bids will not be accepted. All bidders or its authorized representative may attend during the Opening of Bids at the PCA IV RO, 2nd Floor,



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Conference Room, Lucena City. Result of the bidding shall be posted at the Bulletin and website to notify all concerned entity.

The Regional Assets Disposal Committee – PCA IV reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award.

SGD BIBIANO C. CONCIBIDO, JR.

Chairman

RADC – PCA IV

Date of Publication: September 18, 2024



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SECTION III

TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS



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TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

1.1 The Regional Assets Disposal Committee – PCA IV, will receive bids for the public bidding of the various unserviceable properties, as described in the Invitation to Bid on “**AS-IS WHERE-IS**” basis.

1.2 This Section provides the Terms and Conditions and Instructions to Bidders for the Public bidding. The PCA IV Regional Assets Disposal Committee may issue special Instruction to Bidders and may require additional documents from the bidders if found necessary.

2. OCULAR INSPECTION/ VIEWING OF THE ITEMS TO BE DISPOSED

2.1 Bidders may participate in the conduct of the Ocular Inspection/Viewing of Unserviceable Properties for Bidding which shall be conducted on September 30, 2024, at 11:00 a.m.-12:00 noon, at PCA IV RO Compound, Lucena City.

2.2 Bidders shall be accompanied by the Regional Assets Disposal Committee representative/ Property Officer and shall be allowed to view and inspect the items only on said date and time.

2.3 A Certificate of Inspection shall be issued duly signed and witnessed by the Regional Disposal Committee Representative or the Property Officer which shall be one of the attachments to the Bidding document as proof of actual inspection.

3. COST OF BID

3.1. The Bidder shall bear all costs in the preparation and delivery of their bids and shall pay the amount of five hundred pesos only (Ph500.00) for the bid document before the deadline of submission and/or dropping of bid proposal and the RADC-PCA IV shall in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

4. BID DOCUMENTS

4.1 A Complete set of Bid Documents shall include:

- 4.1.1. Section I - Schedule of Requirements;
- 4.1.2. Section II - Invitation to Bid
- 4.1.3. Section III - Terms and Conditions and Instructions to Bidders;
- 4.1.4. Section IV - Checklist of Requirements;
- 4.1.5 Section V - Prescribed Bidding Forms;
- 4.1.6. Amendment and/or Addendum on the original bid documents, if any; and



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4.1.7. Special Instructions, if any.

5. TIME AND PLACE FOR RECEIPT OF THE BIDS

- 5.1 All sealed bid proposals should be submitted/dropped on or before the deadline of submission at 9:30 A.M. on October 14, 2024. Late bids shall not no longer be accepted.
5.2 Opening of bids will immediately follow at 10:30 in the morning, October 14, 2024.
5.3 Venue is at PCA IV RO, 2nd Floor, Conference Room, Lucena City.
5.4 All Bidders shall register their names and addresses at the logbook and drop the sealed envelope containing the bid.

6. ELIGIBLE BIDDERS

- 6.1. Eligible Bidders to participate in this bidding are those Scrap Buyers/Junk Shops that are duly registered and possess an updated Legal Documents based on the hereunder Checklist of Requirements:
6.1.a Mayor's Business Permit;
6.1.b Certificate of Registration of the Department of Trade and Industry (DTI) /or Security and Exchange Commission (SEC) Registration;
6.1.c Special Power of Attorney of the Representative;
6.1.d Certificate of Inspection duly signed by Disposal Committee/ Property Officer.

7. BIDS TO BE CONSIDERED

- 7.1. Only bids from parties and their authorized representatives who have bought and duly issued the Bid Document shall be opened. Bids from parties who have not been issued the Bid Document will be rejected outright.
7.2. Bids submitted without Bid Bond, or bids submitted with materially defective or otherwise unacceptable Bid Bond will be rejected outright and returned to the bidder.

8. SUBJECT OF BID

- 8.1. Bids shall be for the bidding/sale of the following unserviceable properties specified below:

LOT	LOCATION	ARTICLES	AMOUNT
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.	Php138,895.60
	Casay, San Francisco. Quezon	Fiber Screener	



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	Brgy. Apad Lutao, Calauag, Quezon	Micro Decorticating Machine	
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decorticating Machine; Truck-mounted Deco Machine	
	Canales' Residence, San Narciso, Quezon	Mini Decorticating Machine	
	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener	
	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine	
	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine	
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine	
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine	
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD	Php2,500.00
		TOTAL	Php141,395.60

9. BIDDING INFORMATION

9.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or



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on the prospective bidders, other than what is contained in the Bid Documents, or disclosed prior to the bid opening and in the official announcement of bid results.

10. PREPARATION OF BIDS

10.1. Bidders shall prepare their bids using the forms specified in this Bidding Documents and submit one (1) sealed bid envelope. It shall contain the eligibility component of the bid and the financial component/ price quotations of the bid based on the Checklist of Requirements.

10.2 Each bidder shall submit one (1) original and two (2) copies of the components of its bid. In case of discrepancy among the copies, the original shall govern.

10.3 Each envelope should be securely sealed, signed on the flap and marked as follows:

TO: BIBIANO C. CONCIBIDO, JR.
Chairman,
RADC – PCA IV,
Regional Office c/o Property Unit
Lucena City

FROM: <Name of Bidder>
<Address of Bidder>

RE: < **PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES
IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN
QUEZON; Bid No. 2024-09-002-PCA4**>

11. VALIDITY OF THE PROPOSAL

11.1. A bid will be deemed valid for a period of thirty (30) calendar days from the date of bid opening, which shall be stated in the Price Quotation Form (PQF). A bid with a shorter validity period shall not be considered.

11.2. The RADC – PCA IV may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing or fax or e-mail.

12. ADDENDA TO SPECIFICATIONS

12.1 RADC – PCA IV shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an Addendum/Addenda, any copies will be furnished to all prospective bidders.

12.2. In consideration of its best interest, RADC – PCA IV may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.

12.3. Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided on the Letter of Transmittal or by e-mail prior to the opening of bids.



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12.4. Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid (IB), which could result in the rejection of bid.

13. BIDDER'S EXCEPTIONS

13.1. It is the desire of the RADC – PCA IV to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents shall communicate such clarifications, deviations or exceptions right after the bid document purchase and/or before the schedule of bid submission and opening giving the reasons therefore.

13.2. If the clarifications, deviations or exceptions are acceptable to the RADC – PCA IV, an amendment/addendum will be issued for the general information of all prospective bidders. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by the RADC – PCA IV before bid opening.

14. BID SECURITY

14.1. Each bidder shall submit a Bid Bond or Bid Security in the amount of Fourteen Thousand One Hundred Thirty-Nine Pesos & 56/100 (Php14,139.56) which is equivalent to ten (10%) of the floor price in the form of cash or manager's check payable to the Philippine Coconut Authority, Lucena City and/or combination thereof.

14.2. A bid submitted without the required Bid Bond or Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.

14.3. Upon determination of the highest calculated responsive bidder, the RADC – PCA IV shall return outright the bid security of the other bidders without interest.

14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award within three (3) calendar days after receipt of written advice.

14.5. The Bid Bond/Security of the winning bidder shall be converted into Performance Bond and shall only be refunded/deducted after all the awarded items have been completely withdrawn and all provisions of the Notice of Award/Release Order/NTP have been met by the awardee.

15. SUBMISSION AND OPENING OF BIDS

15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Schedule of Requirements.

Opening of Bids: at 10:30 in the morning, on October 14, 2024.
Venue: PCA IV RO 2nd Floor, Conference Room, Lucena City

15.2. After the time set for bid opening, the RADC – PCA IV will open and read the bids in the presence of the bidders or their authorized representatives and observers from COA and Internal Audit Service (IAS).



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16. BIDS EVALUATION AS READ

16.1. At the time of opening of bids, an Abstract of Bids as read shall be prepared wherein all the necessary requirements shall be evaluated using a non-discretionary “pass/fail” criterion.

17. WITHDRAWAL OF BIDS

17.1. A bidder may be allowed to withdraw his Bid before the time of opening of bids. Such bid shall be returned unopened.

17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

18. RESERVATION CLAUSE

18.1 The RADC – PCA IV reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of the RADC – PCA IV to explain the reasons thereof.

19. ACCEPTANCE OF THE BID

19.1. The Bidder whose bid is the highest, responsive or complying bid on each of the individual items/lots and which is most advantageous to the RADC – PCA IV shall be declared the Successful Bidder for the lot.

19.2. The Successful Bidder/Bidder must signify its consent/conformed within three (3) days from receipt of the Notice of Award from the RADC – PCA IV.

20. FAILURE OF BIDDING

20.1. The RADC – PCA IV shall declare the bidding failure in any of the following cases:

- a. There is no bidding participant;
- b. Only one (1) bidder submitted a bid tender for each lot;
- c. All bidders failed to comply with the Terms and Conditions and Instructions to Bidders;
- d. Complying bidders failed to meet the floor bid price.

21. AWARD OF CONTRACT

21.1. Award shall be made to the highest complying bidder.

21.2. Notice of Award shall be issued to the winning bidder after approval of the concerned approving authority.

21.3. No transfer and/or assignment of Award shall be allowed.

21.4. The Award shall be cancelled, rendered ineffective and the Bid Bond forfeited in favor of the RADC – PCA IV if the winning bidder fails to secure, sign or acknowledge the Notice of Award, within three (3) calendar days after receipt of written advice.



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22. PAYMENT

22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash payable to the Philippine Coconut Authority, Lucena City within five (5) calendar days upon receipt/ acknowledgement of the Notice to Proceed (NTP).

22.2. No other form of payment shall be accepted.

22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of Philippine Coconut Authority.

23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

23.1. After payment of the awarded items, the awardee shall withdraw all the listed items stated in ITB within the five (5) days period as stipulated in the Pull Out/ Release Order. Otherwise, the awardee shall pay the Philippine Coconut Authority the corresponding storage fee equivalent to one-tenth of one (1%) percent of the price of the unwithdrawn items, or Php100.00/day of delay, whichever is higher but not to exceed ten (10%) percent of the total amount of the Award.

23.2. The actual release/withdrawal of awarded items shall be made within five (5) days, during regular office hours (8:00 a.m. - 5:00 p.m.), Monday thru Friday, and shall be administered and witnessed by the designated representatives of the RADC, Property Officer, Guard on Duty, IAS Representative, COA Representative and Winning Bidder who shall affix their signatures on the "Pull Out/Release Order".

23.3. The awardee shall withdraw and clear the area of the unserviceable vehicles immediately.

24. TAXES, CUSTOMS DUTIES, COST OR CHARGES

24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.

24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID AND WAIVER OF RIGHTS TO ENJOIN PROTEST

25.1. The bidder after having been issued the Bid Documents (BD), has deemed accepted the terms and specifications established by RADC – PCA IV and therefore waives any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against RADC – PCA IV, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract.



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CONFORME:

BIDDER'S NAME/COMPANY : _____

BIDDER'S REPRESENTATIVE : _____

BIDDER'S SIGNATURE : _____

BIDDER'S ADDRESS : _____

BIDDER'S CONTACT NO. : _____



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SECTION IV

CHECKLIST OF REQUIREMENTS



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**PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES
IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN
QUEZON**

Bid No. 2024-09-002-PCA4

CHECKLIST OF REQUIREMENTS

The hereunder **Checklist** shall be the guide by the bidder in the preparation of its Bid Proposal in **two (2) sets**, that is, **ONE (1) ORIGINAL**; **1 set “COPY 1”** authenticated photocopies according to its type of company/ organization or individual category:

A. FOR SINGLE PROPRIETORSHIP SCRAP BUYERS:

- ___ 1. Properly filled-out & duly signed Price Quotation Form;
- ___ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders;
- ___ 3. Bid Bond equivalent to **Fourteen Thousand One Hundred Thirty-Nine Pesos & 56/100 (Php14,139.56)** which is equivalent to **ten (10%)** of the Floor Price in **CASH or MANAGER’S CHECK or combination of Cash & Manager’s Check**;
- ___ 4. Mayor’s Business Permit;
- ___ 6. Department of Trade & Industry/ or Security and Exchange Commission Registration
- ___ 7. Special Power of Attorney executed by the Bidder;
- ___ 8. Bidder’s Inspection Certificate duly witnessed by Disposal Committee/ Property Officer

B. FOR REGISTERED PARTNERSHIP SCRAP BUYERS:

- ___ 1. Properly filled-out and duly signed Price Quotation Form
- ___ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders
- ___ 3. Bid Bond equivalent to **Fourteen Thousand One Hundred Thirty-Nine Pesos & 56/100 (Php14,139.56)** which is equivalent to **ten (10%)** of the Floor Price in **CASH or MANAGER’S CHECK or combination of Cash & Manager’s Check**;
- ___ 4. Mayor’s Business Permit;
- ___ 6. Department of Trade & Industry/ or Security and Exchange Commission Registration
- ___ 7. Special Power of Attorney executed by the Bidder;
- ___ 8. Bidder’s Inspection Certificate duly witnessed by Disposal Committee/ Property Officer



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SECTION V

BIDDING FORMS



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV-A (CALABARZON)

Brgy. Isabang, Lucena City Quezon
Tel. Nos.: (02) 795-5472
Website: pca.gov.ph / Email Address: regioniv@pca.gov.ph

**PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES
IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN
QUEZON**

Bid No. 2024-09-002-PCA4

PRICE QUOTATION FORM

Date

BIBIANO C. CONCIBIDO, JR.

Chairman,
RADC – PCA IV,
Regional Office, Lucena City

Sir:

In response to your **Invitation to Bid for Public Bidding of Unserviceable Properties in PCA-IV RO, Lucena City and various municipalities in Quezon** and in accordance with the Terms and Conditions and Instructions to Bidders indicated therein, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

LOT	LOCATION	ARTICLES	BID PRICE
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.	
	Casay, San Francisco. Quezon	Fiber Screener	
	Brgy. Apad Lutao, Calauag, Quezon	Micro Decortivating Machine	
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decortivating Machine; Truck-mounted Deco Machine	
	Canales' Residence, San Narciso, Quezon	Mini Decortivating Machine	
	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener	
	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine	



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	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine	
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine	
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine	
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD	
		TOTAL	

I have actually seen and inspected the above items and my bid is based on our estimated price based on the prevailing market price for metal, plastic and saleable scrap materials. The above offer shall be valid for **thirty (30) calendar days**. Enclosed is the required Bid Bond in the amount of **Fourteen Thousand One Hundred Thirty-Nine Pesos & 56/100 (Php14,139.56)** which is equivalent to **ten (10%)** of the Floor Price.

Very truly yours,

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative

Date Signed

Complete Business Address

Tax Identification No.

Bidder's Contact Number



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Date: _____

PULL-OUT/RELEASE ORDER/NOTICE TO PROCEED

Dear Sir/Madam:

Pursuant to the **Notice of Award** issued by Philippine Coconut Authority, Regional Manager III, Bibiano C. Concibido, Jr. dated _____, this **PULL-OUT/RELEASE ORDER** is hereby given to you or your representative/s to pull-out the unserviceable properties deposited at PCA IV RO Compound, Lucena City as per duly conformed Notice of Award for the herein items:

LOT	LOCATION	ARTICLES
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.
	Casay, San Francisco. Quezon	Fiber Screener
	Brgy. Apad Luta, Calauag, Quezon	Micro Decorticating Machine
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decorticating Machine; Truck-mounted Deco Machine
	Canales' Residence, San Narciso, Quezon	Mini Decorticating Machine
	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener
	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine
	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD

Please coordinate with the Regional Assets Disposal Committee and/or Property Officer for proper recording, tallying out and payment of the disposed properties prior to its hauling and withdrawal.



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Thank you.

Very truly yours,

ALEXIS P. MOJICA

Vice Chairman

RADC – PCA IV

Approved:

BIBIANO C. CONCIBIDO, JR.

Regional Manager III

PCA IV, Lucena City

RECEIVED BY:

NAME OF WINNING BIDDER: _____

ADDRESS : _____

SIGNATURE : _____

DATE RECEIVED : _____



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REGIONAL ASSETS DISPOSAL COMMITTEE

BIDDER'S INSPECTION CERTIFICATE

This is to **CERTIFY** that I have personally inspected the various unserviceable properties in its present location which are subject for public bidding to be conducted on October 14, 2024, 10:30 in the morning, to wit:

LOT	LOCATION	ARTICLES
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.
	Casay, San Francisco. Quezon	Fiber Screener
	Brgy. Apad Lutao, Calauag, Quezon	Micro Decorticating Machine
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decorticating Machine; Truck-mounted Deco Machine
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	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener
	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine
	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD

Inspection of the above unserviceable properties was conducted on _____ in the presence of the authorized Regional Assets Disposal Committee representative/s/ Property Officer.



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Tel. Nos.: (02) 795-5472
Website: pca.gov.ph / Email Address: regioniv@pca.gov.ph

Name of Representative: _____

Company Name: _____

Date of Inspection: _____

INSPECTION ATTESTED BY:

RENSON S. ALVAREZ

RADC – PCA IV's Representative/s



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
REGION IV (CALABARZON & MIMAROPA)
 Brgy. Isabang, Lucena City
 Telephone Number: (042) 795-5472
<http://www.pca.da.gov.ph> / Email address: regioniv@pca.gov.ph

REGIONAL ASSETS DISPOSAL COMMITTEE

TALLY-OUT SHEET UNSERVICEABLE PROPERTIES

DATE: _____

LOT	LOCATION	ARTICLES
1	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Various agricultural equipment, office equipment, multimedia equipment, etc.
	Casay, San Francisco. Quezon	Fiber Screener
	Brgy. Apad Lutao, Calauag, Quezon	Micro Decorticating Machine
	Brgy. Captain's Residence, Lilukin, Buenavista, Quezon	Mini Decorticating Machine; Truck-mounted Deco Machine
	Canales' Residence, San Narciso, Quezon	Mini Decorticating Machine
	Talisay, Sitio Dao, San Andres, Quezon	Fiber Screener
	Brgy. Talisay, Sitio Dao, San Andres, Quezon	Animal Drawn/jeepney deco. machine
	-Machine @Mulanay, Quezon -Body @Casay, San Francisco, Quezon	Truck-mounted Deco Machine
	PCA - Quezon II PO, Lopez, Quezon	Mini Decorticating Machine
	Sitio Pugawan, Brgy Pagsangahan, San Francisco Quezon	Micro Decorticating Machine
2	Philippine Coconut Authority IV Regional Office, Brgy. Isabang, Lucena City	Valmet Agricultural Tractor 80 DIN HP, Power steering; 4WD

Checked & tallied by:

Received by:

Signature

Signature



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RENSON S. ALVAREZ

Administrative Officer III

Property – Admin. Unit

Date : _____

Time : _____

Printed Name Winning Bidder

Date: _____

Time: _____

Witnessed By:

Signature

Printed Name & Signature

Position/Designation

Witnessed By:

Signature

Printed Name & Signature

Position/Designation



REPUBLIC OF THE PHILIPPINES
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BID DOCUMENT FOR THE DISPOSAL THROUGH PUBLIC BIDDING OF UNSERVICEABLE PROPERTIES IN PCA-IV RO, LUCENA CITY AND VARIOUS MUNICIPALITIES IN QUEZON

RADC – PCA IV
18 September 2024