



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
 Elliptical Road, Diliman, Quezon City 1101 Philippines
 Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

INVITATION TO BID

Public Auction for the Disposal of Unserviceable Equipment and Properties

PUBLIC AUCTION NO. 22-03

- The **Philippine Coconut Authority** through its Central Office Asset Disposal Committee (COADC) invites prospective bidders to bid for the following items:

Lot No.	Items/Description	APPRAISAL		
		Estimated Weight (Kgs.) /No. of Units	Amount (per Kg. /per unit as applicable)	Appraised Value
1	Scrap Metals (Steel) per Kg.			
	Various Computers & Peripherals (<i>Desktop, Laptop computers, Monitors, Keyboard, Mouse, UPS/AVR, Scanners, Printers, etc.</i>)			
	Various Office Equipment (<i>Airconditioners, Cabinets, Calculators, Telephones, Fans, Typewriters, machines, etc.</i>)	800kg	Php8.50	Php6,800.00
	Laboratory Equipment (<i>for steel parts</i>)			
	Office Furniture (<i>Sale value on metal parts only: framings, ball casters, etc.</i>)			
	Scrap Auto Parts & Other Scraps	250kg	8.50	2,125.00
	Scrap Plastic Materials	35kg	3.00	105.00
	Tires (per pc.)	26pc	20.00	520.00
	Car Battery (per pc.)	8pc	300.00	2,400.00
Total Appraised Value				Php11,950.00

Bids received below the floor price shall be automatically rejected at bid opening.

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2. The summary of the bidding activities is as follows:

Issuance of Bid Documents	- September 2-9, 2022
Deadline for submission and Opening of Bids	- September 9, 2022, 10:00am

3. For further information please see attached Terms of Reference (TOR) or please refer to:

*The ADC Secretariat Office
5th Floor, PCA R&D Building
Elliptical Road, Diliman, Quezon City
928-4501 loc. 409
pd@pca.gov.ph*

4. You may visit the following websites:

For downloading of ITB and TOR: <https://pca.gov.ph/>

Issued on September 1, 2022


HERNANI S. YAP
CO ADC Chairman



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PCA – CENTRAL OFFICE ASSET DISPOSAL COMMITTEE

TERMS OF REFERENCE

(Public Auction for the Disposal of Unserviceable Equipment and Properties)

No. 22-03

1. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES

Unserviceable equipment and properties for sale, consisting of Office and IT Equipment, Scrap Metals to include spare parts from repairs of equipment & vehicles, and waste materials to include Tires, Batteries, among others, are available for viewing from September 2-9, 2022; 9:00am – 4:00pm at the Philippine Coconut Authority Central Office (PCA-CO) bodega at Elliptical Road, Diliman, Quezon City.

2. SCHEDULE OF PUBLIC BIDDING

The public bidding shall be conducted on an “AS IS, WHERE IS” basis by the PCA-CO Asset Disposal Committee on **September 9, 10:00A.M.** at the 5th Flr. PCA R&D Bldg., Elliptical Road, Diliman, Quezon City or webcasting via Zoom/Google meet (link will be provided to interested bidders upon email request at pd@pca.gov.ph/ propdiv2015@yahoo.com which shall be open to one (1) representative of each prospective bidders. To clarify and/or explain any requirements, terms and conditions stipulated in the herein, prospective bidders may reach the PCA-CO Asset Disposal Committee Secretariat at 89284501 loc. 409 or pd@pca.gov.ph/ propdiv2015@yahoo.com.

3. QUALIFICATIONS OF BIDDERS

Business entities, whether individually owned, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the PCA-CO Asset Disposal Committee. Duly authorized representative/s, if any, shall submit a certification issued by the Head/Owner/Governing Board of the firm, as may be applicable, authorizing him/her to speak for, submit bids and act in general in behalf of the latter.

4. FLOOR PRICE

Floor prices for each of the lot of the property for sale, has been set in accordance with accounting and auditing rules and regulations. Only bids equal to or higher than the above floor prices for each lot shall be accepted. Bids shall be made based on the cost per unit of each of the lot (minimum bid price) multiplied by PCA estimated quantity (weight) and the winning bidder shall be determined based on the HIGHEST TOTAL BID. Actual amount payable to PCA shall be determined ONLY after the weighing of the property for sale shall have been made prior to hauling of the items. PCA shall provide the industrial weighing scale to be used for this purpose, and the tallied weights shall be deemed final in the determination of the total amount due to PCA.

5. SUBMISSION OF BIDS

1. The bid must be submitted through **manual/ physical submission** using the PCA prescribed Financial Bid Form (duly signed) in the company's/firm's letterhead to the *Office of the PCA-CO Asset Disposal Committee, 5th flr. R&D Bldg., Elliptical Road, Diliman, Quezon City*, in a sealed envelope, bearing the signature of the bidder across its flap and shall be labeled:

“A food-secure Philippines with prosperous farmers and fisherfolk”



**FINANCIAL BID FOR THE DISPOSAL OF
UNSERVICEABLE EQUIPMENT AND PROPERTIES
PCA ITB No. 22-03
BIDDING FOR LOT NO. 1**

BIDDING COMPANY: _____
Name of Bidder : _____
Address : _____
Telephone/Fax No. : _____
Email Address : _____

2. The following documents shall likewise be included as submission in the sealed envelope:

- 1. Photocopies of -**
 1. Valid Mayor's Permit;
 2. DTI or SEC Registration Certificate;
 3. Latest Income Tax Return (ITR), stamped "received" by the BIR or its duly accredited and authorized Institutions;
 4. Any government issued ID for the bidder or his/her authorized representative; and
 5. Conformed Terms of Reference (TOR);
- 2. Certificate of Appearance during the Inspection conducted for the Unserviceable Property & Equipment duly issued by the PCA-CO Asset Disposal Committee;**
- 3. Authorization Letter for said representative, if applicable;**
- 3. The sealed envelope should also contain the Bid Bond of at least ten percent (10%) of the minimum bid price per lot set by PCA in the form of CASH. Bids submitted without the corresponding Bid Bond shall be disqualified.**
- 4. Original copies of the submitted documents MAY later be required for verification purposes;**
- 5. A Tender Box shall be made available where bidders should place their bids; and**
- 6. Deadline of submission of bids is on September 9, 2022, 10:00A.M. Bids submitted beyond said deadline shall not be accepted.**

6. OPENING OF BIDS

- 1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at the Asset Disposal Committee members and one (1) representative of each bidders who choose to attend;**
- 2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and**
- 3. An Abstract of Bids shall be prepared by the Asset Disposal Committee Secretariat for reference.**

7. AWARDING OF BIDS

1. The details of the bid of the highest bidder will be further evaluated by the Committee to determine if such bid complies with the terms and conditions of the bidding to be declared the winning bidder and entitled for the issuance of the Notice of Award.
2. In case of a tie, the Asset Disposal Committee will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

8. PAYMENT

1. The bid bond shall be considered as partial payment and the difference between such payment and the determined amount payable to PCA shall be paid in a one-time full payment in cash and shall be made within **five (5) calendar days** from the date of the issuance of the Notice of Award and/or the Deed of Sale;
2. No Transfer or Deed of Assignment of the Award shall be honored by the PCA. Awardee or his authorized representative is required to personally pay, withdraw and/or request for extension of withdrawal, if warranted, for the awarded item;
3. An Official Receipt shall be issued by the Philippine Coconut Authority covering the payment made by the winning bidder; and
4. In case the winning bidder fails to make payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

9. PICK-UP/ HAULING OF THE PROPERTY BY THE WINNING BIDDER

1. The winning bidder shall be given **five (5) calendar days** from receipt of the Notice of Award, to pick-up and haul the properties including items that was appraised to be of "No commercial Value" such as furniture;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

10. FORFEITURE/RETURN OF THE BID BOND

1. The Bid Bond shall be forfeited in favor of the Philippine Coconut Authority in the following instances:
 1. if the winning bidder refuses to accept the award;
 2. if the winning bidder fails to make payment within the prescribed period; and
 3. if the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the non-winning bidders immediately after the winning bidder has been declared and ascertained by the Asset Disposal Committee.

11. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

If prospective bidders are declared ineligible, no bids are received, only one (1) bidder submitted a bid tender for each lot, all bids fail to comply with the bid requirements, all bids are below the floor price, and, subject to the conditions in Sections G.3, H.4 and I.3, the winning bidder refuses to accept the award, fails to make the payment on time, or fails to complete the pick-up/hauling of the property within the prescribed period.

PCA reserves the right to reject any or all bids, to waive any defect in the bids received and to accept such bid which is most advantageous to the Authority.

CONFORME:

Name & Signature of Bidder

or Authorized Representative : _____

Position : _____

Date : _____

BIDDER'S COMPANY OR PERSONAL LETTERHEAD

FINANCIAL BID FORM

THE CHAIRMAN

PCA-CO Asset Disposal Committee

SUBJECT: Public Auction for the Disposal of Unserviceable Equipment and Properties
ITB No. 22-03

Submitted herewith is my Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Terms of Reference.

Lot No.	Items/Description	Est. Qty.	FLOOR PRICE (cost/unit)	BID PRICE	TOTAL
1	Scrap Metals (Steel) per Kg. Various Computers & Peripherals (<i>Desktop, Laptop computers, Monitors, Keyboard, Mouse, UPS/AVR, Scanners, Printers, etc.</i>) Various Office Equipment (<i>Airconditioners, Cabinets, Calculators, Telephones, Fans, Typewriters, machines, etc.</i>) Laboratory Equipment (<i>for steel parts</i>) Office Furniture (<i>Sale value on metal parts only:</i>	800kg	Php8.50		

	<i>framings, ball casters, etc.)</i>				
	Scrap Auto Parts & Other Scraps	250kg	8.50		
	Scrap Plastic Materials	35kg	3.00		
	Tires (per pc.)	26pc	20.00		
	Car Battery (per pc.)	8pc	300.00		
	Total Bid Price				₱

It is understood that the Total Bid Price is **NOT** the actual amount payable to PCA but shall only be a factor in determining the winning bidder. The actual amount payable shall be determined **ONLY** after the weighing of the property/items for sale.

PCA reserves the right to accept any bid including that of a single eligible bid, waive any minor deviation of the bid which will not materially affect the substance of the bid, to annul the bidding process and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

(Requirements per Section E.3. of the TOR hereto attached plus Owner's Authorization if bidder is a representative of the bidding Company)

NAME OF BIDDER : _____

SIGNATURE : _____

POSITION : _____

COMPANY/CORPORATION : _____

ADDRESS : _____

CONTACT NUMBER/

FAX/EMAIL : _____

LETTER OF AUTHORIZATION

This is to authorize _____ to perform the following in my behalf:

Please check applicable box

1. to join the ocular inspection
2. to submit the financial bid
3. to withdraw / pull-out the items
4. to receive the bidder's bond, if applicable
5. to sign and receive pertinent documents related to the bidding

This authorization is being issued for whatever legal purpose it may serve.

Done this ____ of _____, 20__.

Registered Bidder:

Authorized Representative:

Signature over Printed Name

Signature over Printed Name

CHECKLIST OF ELIGIBILITY REQUIREMENTS

	DOCUMENTS	COMPLIANCE
	Photocopies of:	
<input type="checkbox"/>	Valid Mayor's Permit	
<input type="checkbox"/>	DTI or SEC Registration Certificate	
<input type="checkbox"/>	Latest Income Tax Return (ITR), stamped "received" by the BIR or its duly accredited and authorized Institutions	
<input type="checkbox"/>	Any government issued ID for the bidder or his/her authorized representative; and	
<input type="checkbox"/>	Conformed Terms of Reference (TOR);	
<input type="checkbox"/>	Certificate of Appearance during the Inspection conducted for the Unserviceable Property & Equipment duly issued by the PCA-CO Asset Disposal Committee.	
<input type="checkbox"/>	Authorization Letter for said representative, if applicable	
<input type="checkbox"/>	Duly Signed BID FORM	
<input type="checkbox"/>	Bid Bond/Security in the amount of at least ten percent (10%) of the minimum bid price per lot and in the form of CASH.	

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid. Original copies of the submitted documents MAY later be required by the ADC for verification purposes.