



# COOPERATIVE DEVELOPMENT AUTHORITY REGION II EXTENSION OFFICE

No. 7 Dalan Na Pagayaya Corner Puvvurulun, Regional Government Center Carig Sur, 3500 Tuguegarao City, Cagayan  
https://www.cda.gov.ph | r2@cda.gov.ph | CDA Regional Office II



## INVITATION TO BID FOR THE SALE OF SCRAP/JUNK ITEMS “As is, where is and Clean-up” Basis Date of Bidding: October 29, 2021

Item No.	ITEM / DESCRIPTION / LOCATION	Minimum Bid Price
1	See Attached “ANNEX A”	Php 3,500.00 / lot

### REQUIREMENTS FOR ISSUANCE OF BID DOCUMENTS:

The complete set of Bid Documents shall be issued to bidders upon application and payment of a non-refundable fee of P300.00 per set.

Sealed bids in the prescribed form shall be received until 8:00 AM on October 29, 2021 at the Conference Room, CDA Region 02 Extension Office Building, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan and shall then and there be opened and publicly read.

### ALL BIDS MUST BE SUBMITTED WITH THE FOLLOWING:

1. Bid Security in the form of Cash or Manager’s Check equivalent to ten percent (10%) of the total Bid Price;
2. Duly signed Instruction to Bidders and Terms & Conditions of Sale; and
3. Bidder’s Inspection Certificate.

Interested bidders may obtain further information from *Ms. Bernadete A. Fantolgo*/*Ms. Juana Marie B. Tenorio* (contact no. 078-377-1173) and inspect the Bidding Documents at the Administrative Division, CDA Region 02 Extension Office Building, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan

Issuance of Bid Documents will start on Friday October 22, 2021 to October 28, 2021 from 9:00 AM to 4:00 PM.

Pre-bid Conference is scheduled on October 29, 2021, 9:00 AM at the Conference Room, CDA Tuguegarao Extension Office, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan The Authority reserves the right to reject any or all bids, to waive any formality found therein and to accept such proposals as may be advantageous to its interest.

  
**ATTY. FRANCO G. BAWANG JR.**

Regional Director & Disposal Committee Chairman



# **Instruction to Bidders and Terms & Conditions of Sale**

For the **SALE OF VARIOUS SCRAP/JUNK ITEMS**  
Located at **CDA Region 02 Extension Office, Regional  
Government Center, Carig Sur, Tuguegarao City, Cagayan**

**October 29, 2021 / 9:00 AM**  
**CDA Conference Room**

# **INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS OF SALE**

## **1. INTRODUCTION**

- 1.1 The COOPERATIVE DEVELOPMENT AUTHORITY – Region 02 Extension Office, hereinafter referred to as CDA-R02 EO, received bids for the sale of unserviceable properties and equipment, as described in the Price Quotation Form, on “as is, where is and clean-up” basis.
- 1.2 There are instructions to bidders for Public Bidding. CDA-R02 EO may issue special instruction to bidders and may require additional documents.

## **2. COST OF BID**

- 2.1 The Bidders shall bear all costs in the preparation and delivery of their bids and CDA-R02 EO shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

## **3. BID DOCUMENTS**

- 3.1 Complete set of Bid Documents shall include:
  - 3.1.1 The Invitation to Bid (ITB) which includes the date, time and place of the submission and opening of bids.
  - 3.1.2 Instruction to Bidders (IB), which includes the Terms and Conditions of Sale.
  - 3.1.3 The Price Quotation Form, which includes the bid offers.
  - 3.1.4 The Bid Security in the prescribed form.
  - 3.1.5 Amendment and/or Addendum on the original bid documents, if any.
  - 3.1.6 Special Instructions, if any.

## **4. TIME AND PLACE FOR RECEIPT OF THE BIDS**

- 4.1 Sealed bids will be received until 8:00 AM on October 29, 2021 at the Conference Room, CDA Region 02 Extension Office Building, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, observing subsequent amendment/addendum issued, if any, pertinent thereto at which time all bids received shall be opened and read publicly.

Submission of bids after the designated time and date shall no longer be accepted.

**5. ELIGIBILITY CRITERIA**

5.1 Any person, partnership or corporation complying with the prescribed rules and regulations may participate in the sale by public bidding.

**6. BIDS TO CONSIDERED**

6.1 Only bids from parties and their authorized representatives who have been duly issued the Bid Documents in accordance with Section 5 hereof shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.

6.2 No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.

6.3 Parties/companies with pending cases and outstanding obligations with CDA-R02 EO shall be excluded from the bidding.

6.4 Bids submitted without a Bid Security, or bids submitted with materially defective or otherwise unaccepted Bid Security will be rejected outright and returned to the bidder.

**7. SUBJECT OF BID**

7.1 Bids shall be for the sale of the following CDA-owned properties and equipment as specified below:

<b>Item No.</b>	<b>ITEM / DESCRIPTION / LOCATION</b>	<b>Minimum Bid Price</b>
1	See Attached "ANNEX A"	Php3,500.00 / lot

7.2 The above properties shall be sold on an "AS IS, WHERE IS and CLEAN-UP" basis.

**8. BIDDING INFORMATION**

8.1 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 on the prospective bidders, other

than what is contained in the Bid Documents, or disclosed in the official announcement of bid results.

## **9. PREPARATION OF BIDS**

9.1 Each bidder shall prepare his bid in the prescribed Price Quotation Form including data in support thereof in duplicate copies marked as “Original” and “Second Copy”. In case of discrepancy among the copies, the original shall govern.

9.2 The bids shall be contained in two envelopes:

A. First (1<sup>st</sup>) Envelope:

- i) Duly signed Instruction to Bidders and Terms & Conditions of Sale
- ii) Bidder’s Inspection Certificate

B. Second (2<sup>nd</sup>) Envelope:

- i) Corresponding Bid Security
- ii) Bidder’s proposal in the prescribed Price Quotation Form

9.3 Each envelope should be securely sealed, marked and addressed to as follows:

THE CHAIRMAN  
Disposal Committee  
Cooperative Development Authority  
Tuguegarao Extension Office  
Regional Government Center, Carig Sur  
Tuguegarao City, Cagayan

9.4 The Bid Price offered must be on an individual “lot” basis. A bidder can bid on any single lot or all the lot as described on Section 7 hereof.

## **10. BID CURRENCY**

10.1 In all bids, prices shall be expressed in written words and figures in Philippine Currency. In case of discrepancies between prices in words and in figures, the prices in words shall be considered as the bid price.

## **11. VALIDITY OF THE PROPOSAL**

11.1 A bid will be deemed valid for a period of sixty days as stated in the Price Quotation Form. A Bid with a shorter validity shall not be considered.

- 11.2 The CDA-R02 EO 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 CDA-R02 EO 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 addendum/addenda, and copies will be furnished to all prospective bidders.
- 12.2 In consideration of its best interest, CDA-R02 EO 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.
- 12.4 Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid, which could result in the rejection of the Bid.

## **13. BIDDER'S EXCEPTIONS**

- 13.1 It is the desire of CDA-R02 EO to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Thereof, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents should, within ten (10) calendar days before the date set for the opening of bids, communicate such clarifications, deviations or exceptions in writing to CDA-TEO, giving the reasons therefore.
- 13.2 If the clarifications, deviations or exceptions are acceptable to CDA-R02 EO, 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 CDA-R02 EO.

## **14. BID SECURITY**

- 14.1 Each bidder shall submit with his bid a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash

or manager's check payable to the Cooperative Development Authority, and/or combination thereof.

- 14.2 A bid submitted without the required Bid Security or with a 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 Disposal Committee shall return outright the bid security of the other bidders without interest.
- 14.4 The Bid Security of the winning bidder shall be subjected for forfeiture if fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.
- 14.5 The Bid Security of the winning bidder shall be converted into a Performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provisions of the Letter of Award/Release Order/Contract 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 Section 4. After the time set for bid opening, the Disposal Committee Chairman will open and read the bids at the presence of the bidders or their authorized representatives.
- 15.2 Offers received after the time set for bid opening shall not be accepted.

## **16. DEFECTIVE BIDS**

- 16.1 At the time opening of bids, a bid shall be considered defective in any of the following cases:
  - a) Not in the prescribed form (e.g. unsigned bids);
  - b) Not accompanied or guaranteed by a bid security;
  - c) With insufficient bid security;
  - d) Not accompanied by a duly accomplished Bidder's Inspection Certificate;
  - e) With a validity period less than that required

## **17. WITHDRAWAL OF BIDS**

- 17.1 A bidder may be allowed to withdraw his Bid before the time of opening of bids. His 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 CDA-R02 EO 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 CDA-R02 EO 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 CDA-R02 EO shall be declared the Successful Bidder for that particular item/lot.

19.2 The Successful Bidder/Bidders must signify its consent to enter into the Award/Contract within five (5) days receipt of the written notice from CDA-R02 EO.

## **20. FAILURE OF BIDDING**

20.1 Disposal Committee shall declare the bidding a failure in any of the following cases:

- a) There is no bidding participant;
- b) Only one (1) bidder submitted a Bid Tender for each item or lot;
- c) All bidders failed to comply with the terms and conditions prescribed in the IB;
- d) Complying bidders failed to meet the minimum bid price.

## **21. AWARD OF CONTRACT**

21.1 Award shall be made to the highest complying bidder.

21.2 Contract/Letter of Award shall be issued to the successful bidder after approval of the concerned approving authority of CDA-R02 EO.

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

21.4 The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favour of CDA-R02 EO if the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.

## **22. PAYMENT**

22.1 The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to the Cooperative Development Authority, and/or combination thereof,



within seven (7) days upon receipt/acknowledgement of the Letter of Award/Contract.

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 favour of CDA-R02 EO.

### **23. RELEASE/WITHDRAWAL OF AWARDED ITEMS**

23.1 After payment of the awarded items, the awardee shall withdraw the properties and equipment within the required period as stipulated in the Release Order. Otherwise, the awardee shall pay the Authority the corresponding storage fee equivalent to one-tenth of one percent (1%) of the price of the unwithdrawn items, or Php100.00 per day of delay, whichever is higher but not to exceed the percent (10%) of the total amount of the Award.

23.2 Once the cumulative amount of storage fee reaches ten percent (10%) of the total amount of the Award, Disposal Committee may rescind/cancel the Award, forfeit the Bid Security, and impose other appropriate sanctions as penalty.

23.3 The actual release/withdrawal of awarded items shall only be made during regular office hours and shall be witnessed by the Property Custodian, representatives of Disposal Committee, Commission on Audit (COA) and the Chief Security Officer who shall affix their signatures of the "Release Order" (RO).

23.4 Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

### **24. TAXES, CUSTOMS DUTIES, COSTS OR CHARGES**

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

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

### **25. ACCEPTANCE OF BID TERMS AND WAIVER OF RIGHTS TO ENJOIN PROTEST**

25.1 The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by CDA-R02 EO and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against CDA-R02 EO, 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.

**CONFORME:**

\_\_\_\_\_  
Printed Name of Bidder/Business Name

\_\_\_\_\_  
Printed Name & Signature of the Authorized Representative/Date Signed

\_\_\_\_\_  
Complete Business Address

\_\_\_\_\_  
(Tax Identification No.)

\_\_\_\_\_  
Contact Nos. (Mobile and/or Landline)

\_\_\_\_\_  
Date

## PRICE QUOTATION FORM

### THE CHAIRMAN

Disposal Committee  
Cooperative Development Authority  
Region 02 Extension Office

Sir:

In response to your notice of sale and in accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for the sale of various unserviceable properties and equipment, scrap metals and other junk materials as described in Section 7 thereof, to be bided at 9:00 AM on October 29, 2021 at the Conference Room, CDA Region 02 Extension Office Building, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, hereunder is/are my bid offer(s):

<b>Item No.</b>	<b>ITEM / DESCRIPTION / LOCATION</b>	<b>Minimum Bid Price</b>	<b>BID OFFER</b> (in words and in figures)
1	See Attached "ANNEX A"	Php 3,500.00 / lot	

I have actually seen and inspected the above items and my bid(s) is/are based on my own estimate. The above offer(s) shall be valid for sixty (60) days. Enclosed is the required Bid Security in the amount of Php \_\_\_\_\_ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

\_\_\_\_\_  
Name of Bidder/Business Name

\_\_\_\_\_  
Complete Business Address

\_\_\_\_\_  
Name & Signature of the Authorized Representative

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Contact Nos. (Mobile and/or landline)

# DISPOSAL COMMITTEE

Cooperative Development Authority  
Region 02 Extension Office

## BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items/unserviceable properties which are subject for public bidding to be conducted on October 29, 2021 at its present locations, to wit:

Item No.	DESCRIPTION / LOCATION	Minimum Bid Price
1	See Attached "ANNEX A"	Php 3,500.00 / lot

Inspection of the above items/unserviceable properties was conducted on \_\_\_\_\_ in the presence of the authorized end-user representative.

\_\_\_\_\_  
(Signature over Printed Name of Bidder)

### INSPECTION ATTESTED BY:

\_\_\_\_\_  
(Signature over Printed Name)  
Authorized End-user Representative

## **NOTICE OF AWARD**

October 29, 2021

\_\_\_\_\_  
Name of Bidder/Business Name

\_\_\_\_\_  
Complete Business Address

Dear Mr. \_\_\_\_\_:

We are happy to notify you that the Invitation to Bid for the sale of scrap/junk items of CDA Region 02 Extension Office is hereby awarded to you as the Bidder with the highest complying bidder at bid price equivalent to \_\_\_\_\_ Pesos.

You are therefore required within seven (7) days from the receipt of this Notice of Award, to formally enter into contract with the CDA-R02 EO, and to submit the following documents, which will form part of the contract agreement, to wit:

1. Photocopy of Valid Identification Card;
2. Full payment covering the awarded items

Failure to submit the documentary requirements within the prescribed period of seven (7) days or delaying the submission of the same without justifiable cause shall compel Committee to impose the penalty through cancellation of the award and forfeiture of the bond in favor of CDA-R02 EO.

Please acknowledge receipt of this **NOTICE OF AWARD** by formally signing on the space provided below the **“CONFORME”** and return the same to the Chairman of Disposal Committee within the specified period stated above.

Very truly yours,

**ATTY. FRANCO G. BAWANG JR.**  
Regional Director

**CONFORME:**

\_\_\_\_\_  
Name of Bidder/Business Name

\_\_\_\_\_  
Complete Business Address

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Name & Signature of the Authorized Representative

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Tax Identification No.

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Contact Nos. (Mobile and/or landline)

## RELEASE ORDER

October 29, 2021

\_\_\_\_\_  
Name of Bidder/Business Name

\_\_\_\_\_  
Complete Business Address

Dear Mr./Ms. \_\_\_\_\_:

The full payment of the awarded items having been paid, Order hereby given to you to withdraw the unserviceable properties and equipment as described in attached "ANNEX A", until \_\_\_\_\_.

Upon receipt of this Order, you are responsible for withdrawal of the awarded items as described in the attached "ANNEX A" and as set out in Section 23 of the Instructions to Bidders and Terms and Conditions for the sale of various scrap/junk items.

Please acknowledge receipt and acceptance of this Order by signing both copies in the space provided below.

Very truly yours,

**ATTY. FRANCO G. BAWANG JR.**  
Regional Director

I acknowledge receipt of this ORDER on \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name of Bidder

WITNESSED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_