



Republic of the Philippines
Province of La Union
MUNICIPALITY OF ARINGAY
Telefax No. (072) 607-9531

INSTRUCTION TO BIDDERS

DISPOSAL OF UNSERVICEABLE EQUIPMENT/PROPERTIES THROUGH PUBLIC BIDDING (Located at Barangay Poblacion in this municipality) Attachment to Reference No. EQT DISPOSAL 2021-01

A. Inspection of Unserviceable Properties

Unserviceable equipment/properties consisting of the following:

Road Grader - Komatsu

Ambulance Foton

L300 - Mitsubishi

Revo

are available for viewing from **November 4, 2021, 9:00 A.M to 10:00 A.M. only** at Barangay Poblacion in this municipality.

B. Schedule of Public Bidding

The public bidding shall be conducted on an “as is, where is” on **per lot** basis by the Inventory/Valuation/Disposal Committee of this municipality on **November 5, 2021, 11:00 A.M.** at the **Municipal Hall, Aringay, La Union.**

C. Qualification of Bidders

Individuals with business permit, partnership and/or corporation are qualified to participate in the bidding, subject to the submission of qualification of documents, as may be required by the Inventory/Valuation/Disposal Committee.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

Must attended the scheduled viewing of the Unserviceable equipment/properties to qualify in the Public Bidding. Bidders failed to attend the said scheduled viewing of Unserviceable equipment/properties shall not be allowed to participate in the bidding.

Cost of Bidding Documents is One Thousand Pesos (P1,000.00).

D. Floor Price

A floor price of the properties, has been set in accordance with accounting and auditing rules and regulations in the total amount of **Six Hundred Thirty Thousand Pesos (P630,000.00)**.

E. Submission of Bids and Bid Bonds

1. The bid must be submitted using the **Company's/Firm's or personal letterhead (see attached Annex A)** to the Inventory/Valuation/Disposal Committee Secretariat, BAC Office, Municipal Hall, Aringay, La Union, in a sealed envelope and shall be labeled with the **Reference No., the bidder's name, address and contact numbers**.
2. All requirements to be submitted must be in Original Certified Copy.
 - Mayor's Permit
 - DTI
3. A Bidder shall accomplish the Bid Tender in at least three (3) copies. Bid Tender should be properly signed and submitted to the Chairman of the Disposal Committee on or before the time scheduled for the opening of the bids. The envelope containing the bid tender should be sealed and addressed properly and correctly.
4. Erasures or interlineations should be avoided or duly initiated by the bidder.
5. A Bid Bond amounting to 10% of the floor price in the form of Cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.
6. A Tender Box shall be made available where bidders should place their bids; and
7. Deadline of submission of bids is at **11:00 A.M., November 5, 2021**. Bids submitted beyond said deadline shall not be accepted.

F. Opening of Bids

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 1 Inventory/Valuation/Disposal Committee Member, COA Representative and the bidders who chose to attend;
2. A bid submitted cannot be changed or withdrawn after deadline of submission of bids.
3. An Abstract of Bids shall be prepared by the Inventory/Valuation/Disposal Committee Secretariat for reference.

G. Awarding of Bids

1. Award shall be made to the highest bidder after the bidding;
2. In case of a tie, the Inventory/Valuation/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.

H. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of opening of bids or issuance of the Notice of Award, whichever comes earlier;
2. An official Receipt shall be issued by the LGU-Aringay covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the 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.

I. Pick-up / Hauling of the Property by the Winning Bidder

1. The Winning Bidder shall be given **ten (10) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the properties;
2. Expenses incidental to the pick-up/hauling of the properties shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the properties within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

J. Forfeiture/Return of the Bond

1. The Bid Bond shall be forfeited in favor of LGU-Aringay in the following instances:
 - a. If the winning bidder refuses to accept the award;
 - b. In case the winning bidder fails to make the payment within prescribed period; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the properties within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

K. Failure of Bidding

Failure of bidding shall be declared in the following instances:

If the prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, all bids are below the floor price and, subject to the conditions in Section G.3 and H.4, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name & Signature of Bidder's Authorized Representative

Position

Date