



Republic of the Philippines  
Province of Quezon  
**MUNICIPALITY OF POLILLO**

**MUNICIPAL DISPOSAL COMMITTEE**

**INVITATION TO BID: 2024-07-001**

July 24, 2024

**DISPOSAL OF ONE (1) LOT OF ONE (1) LOT OF UNSERVICEABLE CONSTRUCTION HEAVY EQUIPMENT, MOTOR VEHICLE, MOTOR OF WATERCRAFT, ICT AND FURNITURE AND FIXTURES AND OTHER PPE**

The Municipality of Polillo through its Disposal Committee is inviting interested proponents to bid for **ONE (1) LOT OF UNSERVICEABLE CONSTRUCTION HEAVY EQUIPMENT, MOTOR VEHICLE, MOTOR OF WATERCRAFT, ICT AND FURNITURE AND FIXTURES AND OTHER PPE** and submit your proposals printed in your company or personal letterhead with your name, signature, company name (if any), address and contact numbers.

ITEM DESCRIPTION	LOT PRICE	LOCATION
ONE (1) LOT OF UNSERVICEABLE CONSTRUCTION HEAVY EQUIPMENT, MOTOR VEHICLE, MOTOR OF WATERCRAFT, ICT AND FURNITURE AND FIXTURES AND OTHER PPE	Php 700,400.00	GSO Warehouse Mabini St. Brgy. Poblacion Polillo, Quezon  Dumpsite, Brgy. Atulayan, Polillo, Quezon Brgy. Sabang, Polillo, Quezon Brgy. Libjo, Polillo, Quezon Brgy. Taluong, Polillo, Quezon

Bidders shall be allowed to conduct physical inspection of the various unserviceable property and equipment on July 24-July 30, 2024 during office hours from 1:00 pm to 4:00 pm.

The bidders shall inform the Disposal Committee for their conduct of inspection.

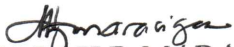
Submit the duly accomplished proposals on or before July 31, 2023, 1:30 pm, Municipal Disposal Committee at Office of the General Services Officer. Place your proposals in a sealed envelope with the ITB Bid No. 2024-07-001, your name, address and contact numbers. Unsigned proposals and proposals below the lot price shall be disqualified.

The public bidding shall be conducted on "as is", "where is" on a per lot category basis by the Municipal Disposal Committee on 31 July 2024, 1:30 p.m. at MPDC Office, Mabini Street Brgy. Poblacion, Polillo, Quezon.

It is understood that your quoted price is good for thirty (30) calendar days from bid opening; and TPB reserves the right to accept or reject any bid, including that of a single eligible 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.

For further details please see attached instruction to Bidders (ITB) or contact Ms. MARY GRACE E. HOLLESCA at mobile number 09695241421.

Very truly yours,

  
**DEBORAH B. MARASIGAN**  
Chairperson, Disposal Committee



Republic of the Philippines  
Province of Quezon  
MUNICIPALITY OF POLILLO

MUNICIPAL DISPOSAL COMMITTEE

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**INSTRUCTION TO BIDDERS (ITB)**

**DISPOSAL OF ONE (1) LOT OF ONE (1) LOT OF UNSERVICEABLE CONSTRUCTION  
HEAVY EQUIPMENT, MOTOR VEHICLE, MOTOR OF WATERCRAFT, ICT AND  
FURNITURE AND FIXTURES AND OTHER PPE**

**I. QUALIFICATION OF BIDDERS**

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of documents as stated in this ITB; and duly authorized representative/s, if any, shall submit a certification issued by the authorized officials/officers/owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

**II. INSPECTION OF UNSERVICEABLE EQUIPMENT AND PROPERTIES**

Bidders shall be allowed to conduct physical inspection of the various unserviceable property and equipment on *July 24-30, 2024 during* office hours from *1:00 pm to 4:00 pm*. The bidders shall inform the Disposal Committee for their conduct of inspection.

Alternately, we attached in this bidding documents the photos of the items for disposal.

**III. SCHEDULE OF PUBLIC BIDDING**

The public bidding shall be conducted on “as is”, “where is” on a per lot category basis by the Municipal Disposal Committee on 31 July 2024, 1:30 p.m. at MPDC Office, Mabini Street Brgy. Poblacion, Polillo, Quezon.

**IV. FLOOR PRICE**

The floor price of the Unserviceable Construction Heavy Equipment, Motor Vehicle, Motor of Watercraft, ICT and Furniture and Fixtures and other PPE has been set in accordance with accounting rules and regulations amounting to Seven Hundred Thousand Four Hundred Pesos Only (Php 700,400.00).

**V. SUBMISSION AND OPENING OF BIDS**

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 3 Disposal Committee Members and a member of Technical Working Group and the bidders who chose to attend;
2. Bidders or their duly authorized representatives may witness the proceedings physically or through video conferencing or similar platform.
3. The first (1st) envelope of the bidder shall contain the following eligibility documents:
  - a. Registration Certificate (DTI or SEC Registration)
  - b. Mayor's Permit
  - c. Duly signed Instruction to Bidders
  - d. Proof of Identification/Photocopy of any government issued ID of the Bidder
  - e. Authorization Letter for Authorized Representative and a photocopy of any government issued ID (both for the representative and the bidder) Individual bidders shall submit a photocopy of two (2) valid ID's.
4. The second (2nd) envelope of the bidder shall contain their Financial Bid.

a. Bidders shall submit their Financial Bid Form indicating the bid price denominated in Philippine currency.

b. Bidder's bond amounting to at least ten percent (10%) of the minimum auction price set by the LGU. Auction bonds may be in the form of cash, cashier's or manager's check, issued by an acceptable commercial bank in favor of Municipality of Polillo. In cases where tenders are paid electronically, proof of cash payment for the auction bond shall be allowed.

c. Auction bonds of non-winning bidders shall be returned immediately after the announcement of the winning bidder.

The second (2nd) envelope shall be inside the first (1st) envelope.

5. The envelope shall be labeled as follow:

FINANCIAL BID FOR THE DISPOSAL OF UNSERVICEABLE EQUIPMENT  
AND OTHER PROPERTIES

Name and signature of Bidder : \_\_\_\_\_

Business/Residence Address of Bidder : \_\_\_\_\_

Telephone No. of Bidder: \_\_\_\_\_

Email Address of Bidder : \_\_\_\_\_

6. A bidder shall accomplish the auction tender in at least three (3) copies. Auction tenders shall be properly signed and submitted to the Chairperson of the Disposal Committee before the deadline for the submission of bids. The envelope containing the auction tender shall seal and properly marked.

7. Any erasures or interlineations shall be avoided or duly initiated by the bidder.

8. Late submission of bids shall automatically be rejected and bids that are below the minimum floor price shall be automatically disqualified.

9. An Abstract of Bids shall be prepared by the Disposal Committee Secretariat for reference.

## VI. WITHDRAWAL OF BIDS

1. A Bidder may be allowed to withdraw an auction tender before the deadline for the submission. The Auction tender shall be returned unopened. *A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the TPB Disposal Committee Secretariat prior to the deadline of submission of bids.*

2. After the opening of the auction tenders, no bidder shall be allowed to withdraw an offer.

## VII. AWARDING

1. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the TOR;

2. When two (2) or more complying bidders have identical offers, public auction by viva voce between those who made identical auctions shall be resorted to at a price not less than the offered auctions, immediately on the same day if both bidders or their authorized representative are present either physically or through video conferencing or similar platform.

3. Awarding of sale shall be done immediately after the opening of auctions.

4. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, and so on and so forth.

## VIII. PAYMENT

1. Upon determination of the winning bidder, the Bidder's bond shall be considered partial payment and the difference between such payment and the offered Bid Price shall be paid

in the form of Cash or Manager's Check of a reputable bank within five (5) calendar days from the date of receipt of Notice of Award;

2. An Official Receipt shall be issued by the Municipality of Polillo covering the payment made by the winning bidder; and
3. In case of failure of full payment within the prescribed period, the winning bidder shall be penalized through cancellation of the award and forfeiture of the Bidder's bond in favor of Municipality of Polillo. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.

#### IX. ISSUANCE OF GATE PASS / AUTHORITY TO PULL OUT

1. Gate Pass and other related documents for the Unserviceable Equipment and Other Properties shall be issued in favor of the Winning Bidder upon full payment of the amount of Bid Price.

#### X. HAULING / PICK-UP OF UNSERVICEABLE PROPERTIES

1. The winning Bidder shall be given ten (10) calendar days to pick-up / haul the Unserviceable Equipment from receipt of the Notice to Proceed;
2. All Expenses for the hauling / pick-up of the property will be borne by the winning bidder; and
3. Failure on the awardee to claim the property within the stipulated period shall result to cancellation of the award/contract. If any of the Unserviceable Equipment remain unclaimed after the prescribed period, ownership of the contracted/awarded Unserviceable Equipment shall automatically revert to the Municipality of Polillo.

#### XI. FORFEITURE / RETURN OF BID BOND

1. The Bid Bond shall be forfeited in favor of the TPB 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 the prescribed period; and
  - c. 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 concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

#### XII. FAILURE OF PUBLIC AUCTION/BIDDING

Failure of public auction shall be declared in the following instances:

1. All prospective bidders are declared ineligible;
2. Only one (1) bidder submitted bid;
3. All bidders fail to comply with the bidding requirements;
4. All bids are below the floor price;
5. The winning bidder refuses to accept the award;
6. The winning bidder fails to make the payment as required.

In case of failure of the second auction/bidding, the Municipality of Polillo may dispose of the property through negotiation.

CONFORME:

Name & Signature of Bidder's

Authorized Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_