



BUREAU OF LOCAL GOVERNMENT FINANCE – DISPOSAL COMMITTEE
INVITATION TO BID

1. The BLGFDC invites all interested parties to participate in the **public bidding** of unserviceable property on an **“AS-IS-WHERE-IS”** and **“BID-ALL”** basis, as indicated below:

No.	DESCRIPTION	QUANTITY	FLOOR PRICE	REMARKS
1	Various ICT Supplies	523 units	Php 20,134.00	1 lot
2	Various Office Equipment	95 pcs		
3	Various Office Furniture & Appliances	32 pcs		

2. **Minimum Bid.** No bid lower than the indicated floor price shall be allowed.
3. **Qualification of Bidders.** Individuals, partnerships, corporations are qualified to participate in the public bidding, subject to the submission of qualification documents as may be required by the BLGFDC.

Duly authorized representatives, if any, shall submit a Certification or Special Power of Attorney (SPA) issued by the President/Corporate Secretary/General manager/Owner of the entity or individual being represented, as may be applicable, authorizing him/her to represent and submit bids on behalf of the latter.

4. **Bid Form and Inspection of Property.** Interested bidders may get the bid documents after viewing/inspection of the unserviceable properties at the 3rd Floor Palacio Del Gobernador Building, Intramuros, Manila. The unserviceable properties may be viewed and inspected at its location from **10:00 am to 11:30 am** on **December 18 & 19, 2024**.

Interested bidders may contact the **BLGF Property Section** for proper coordination before the viewing schedule.

5. **Submission of Bids.** The registration and submission of bid documents will start at exactly **9:00am to 9:30am** only on **December 23, 2024**. The BLGFDC will convene after the registration to accept the bid proposals. The bidder shall enclose in a sealed long brown envelope the following documents:

- a) Photocopy of the bidders valid Government ID/s;
- b) Photocopy of the bidders latest and valid Mayor's/Business Permit;
- c) Photocopy of the bidders latest and valid BIR Registration; and
- d) Photocopy of the SEC Registration Certificate for Corporations or DTI Registration Certificate for Sole Proprietorship;

- **Envelope 2: To be labelled as "FINANCIAL BID-NAME OF BIDDER/COMPANY"**

Duly accomplished Financial Bid Form indicating the bid price denominated in Philippine currency.

- **Envelope 3: To be labelled as "BID BOND-NAME OF BIDDER/COMPANY"**

The bid bond should be equivalent to at least ten percent (10%) of the total bid amount in the form of cash or managers check issued by a reputable bank payable to the "BUREAU OF LOCAL GOVERNMENT FINANCE."

6. ***Withdrawal of Bids.*** A bidder may, through a letter of withdrawal, withdraw his/her bid, provided that the letter of withdrawal is received by the Property Section before the opening of bids. Withdrawn bids shall be returned unopened.
7. ***Opening of Bids and Notice of Award.*** Opening of Bids will be held on December 17, 2024. The bidder with the highest bid price and who has complied with all the requirements shall be given the award.

In case of a tie, winning bidders with the same amount of bid proposal shall be given the chance to improve their bid proposal, place it in a sealed envelope and submit to the BLGFDC Secretariat. The BLGFDC shall conduct the opening of the new proposals and shall declare the winning bidder.

8. ***Payment.*** The bid bond shall be considered as 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 issued by a reputable bank payable to the "BUREAU OF LOCAL GOVERNMENT FINANCE." Full payment shall be made within five (5) working days from the date of the notice of award.

In case the winning bidder fails to pay the full price within the prescribed period, the winning bidder may be penalized through cancellation of the award and forfeiture of the bid bond in favor of the BLGF.

9. ***Claiming of Award.*** Upon payment of the full price, the winning bidder shall be issued gate pass and other related documents for the unserviceable property within seven (7) working days. Failure of the awardee to claim the property within the said period shall result in the cancellation of the award and forfeiture of the bid bond in favor of the BLGF.


ANASTACIA R. LLANETA

Acting Deputy Executive Director

CHAIRPERSON, DISPOSAL COMMITTEE

Bureau Order No. 452.2024 dated October 18, 2024