



PHILIPPINE RETIREMENT AUTHORITY
29th Flr., Citibank Tower, Paseo de Roxas St. Makati City

INVITATION TO BID

PRA-ITBid-DC No.: 2021-02-001

Date : March 3, 2021

Dear Sir/ Madam:

Please quote your offer price in the item/s indicated below and submit your proposals printed in your company's/firm's or personal letterhead with your name, signature, company name (if any), address and contact numbers. Submit the duly accomplished proposals on **March 12, 2021, 12:00PM**. Place your proposals in a sealed envelope with the ITBid No. above, your name, address and contact number. Unsigned proposal, proposal below the floor price and those without the corresponding bid bond shall be disqualified.

PARTICULARS	QUANTITY	APPRAISED VALUE
Raised Flooring Stand	600 pcs. / 90 kg	Php 810.00*
Old Fluorescent Housing	87 units / 321.9 kg	Php 965.7*
Busted Lightbulbs	39 pcs	Php 0.00

**Based on Price of Recyclables provided by the DENR – Environmental Management Bureau*

It is understood that (1) your quoted price is good for sixty (60) calendars days from opening of bid; and (2) PRA 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 details, please see attached Instruction to bidders.

Very truly yours,


ATTY. MARIA MILAGROS R. LISACA
Chairperson, Disposal Committee

INSTRUCTION TO BIDDERS
AND
TERMS & CONDITION OF SALE

For the Disposal of Various Waste Materials
located at Philippine Retirement Authority, Citibank Tower, Paseo de
Roxas St., Makati City.

INSTRUCTION TO BIDDERS AND TERMS & CONDITION OF SALE

1. INTRODUCTION

- 1.1 The PHILIPPINE RETIREMENT AUTHORITY, hereinafter referred to as PRA, will receive bids for the sale of unserviceable vehicles.
- 1.2 These are the instruction to the bidders for Public Bidding. PRA may issue special instruction to bidders and may require additional documents.

2. COST OF BID

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

3. BID DOCUMENT

- 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, which includes the Terms and Conditions of Sale.
 - 3.1.3 The Price Quotation Form, which includes the bid offers.
 - 3.1.4 A duly signed Bidder's Inspection Certificate.

4. SCHEDULE OF ACTIVITIES

- 4.1 **INSPECTION OF VARIOUS WASTE MATERIALS**

Various Waste Material for sale are available for viewing from **March 03, 2021, 07:00am to 04:00pm and March 12, 2021, 07:00AM to 11:00AM** at PRA, Citibank Tower, Paseo de Roxas St. Makati City.
- 4.2 Deadline of submission of bids is at **March 12,2021, 12:00PM**. Bids submitted beyond said deadline shall not be accepted.
- 4.3 **SCHEDULE OF PUBLIC BIDDING**

The public bidding shall be conducted on an "as is, where is basis" by the PRA Disposal Committee. Schedule of opening of bids is on **March 12, 2021, 01:00PM**. at 29th floor, Citibank Tower, Paseo de Roxas st. Makati City. In the presence of at least 2 PRA's Disposal Committee member, 2 Commission on Audit representative and the bidders who chose to attend.

5. ELIGIBILITY CRITERIA

- 5.1 Individuals, including PRA Employees, partnerships, and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the Disposal Committee of PRA.

6. SUBJECT OF BID

- 6.1 Bids shall be for the sale of the following PRA Vehicles as specified;

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7. WITHDRAWAL OF BIDS

- 8.1 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 Disposal Committee of PRA prior to the deadline of submission of bids. A bidder that withdraws its bids shall not be permitted to submit another bid for the same item/s for disposal.
- 8.2 After the opening of bids has commenced, no bidders shall be allowed to withdraw his offer.

8. AWARD OF CONTRACT

- 9.1 Awards shall be made to the highest complying bidder.
- 9.2 Contract/ Letter of Award shall be issued to the successful bidder after approval of PRA concerned approving authority.
- 9.3 No transfer and/or assignment of award/contract shall be allowed.
- 9.4 The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of PRA, 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.

9. PAYMENT

- 10.1 The full amount covering the awarded items shall be paid in full by the awardee in the form of cash within 7 calendar days upon received/acknowledge of the Letter of Award/Contract.
- 10.2 Payment through salary deduction, in case the winning bidder is from PRA, shall not be allowed;
- 10.3 No other form of payment shall be accepted.

10. RELEASE OF AWARDED ITEMS

- 10.1 The winning bidder shall be given fifteen (15) calendar days from receipt of the Notice to Proceed, to pick-up and haul the property;
- 11.2 Expenses incidental to the pick-up /hauling of the property shall be borne by the winning bidder;
- 11.3 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

12. FAILURE OF BIDDING

- 12.1 The Disposal Committee shall declare the bidding a failure in any of the following cases:
 - a. There is no bidding participant;
 - b. Prospect Bidders are declared ineligible;
 - c. All bids fails to comply with the bid requirements;
 - d. All bids are below the floor price;

CONFORME:

Printed Name of Bidder / Business Name

Business/ Residential Address

Contact Nos. (Mobile and/or Landline)

DATE

PRICE QUOTATION FORM

Atty. Maria Milagros R. Lisaca
Chairperson
Disposal Committee
Philippine Retirement Authority

Sir/Madam:

In response to your notice of sale and in accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for PRA-ITBid-DC No. _____, to be bidden at **PRA Briefing Area on March 12, 2021** located at Philippine Retirement Authority, hereunder is/are my bid offer/s:

ITEM NO.	Description	Minimum Bid Price	BID OFFER
1	Raised Flooring Stand	Php 810.00*	
2	Old Fluorescent Housing	Php 965.7*	
3	Busted Lightbulbs	Php 0.00	

I have actually seen and inspected the above items and my bid/s is/are based on my own estimate. The above offers shall be valid for 60 days.

Very Truly Yours,

Printed name of Bidder/Business Name

Business/ Residential Address

*(Printed Name & Signature of the
Authorized Representative/Date) if any;*

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items/materials which are subject for public bidding to be conducted on **March 12, 2021** at its present location, to wit:

ITEM NO.	Description	LOCATION
1	Raised Flooring Stand	PRA, Citibank Tower, Paseo de Roxas St. Makati City
2	Old Fluorescent Housing	PRA, Citibank Tower, Paseo de Roxas St. Makati City
3	Busted Lightbulbs	PRA, Citibank Tower, Paseo de Roxas St. Makati City

Inspection of the above items/materials 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