



REPUBLIC OF THE PHILIPPINES
PHILIPPINE RETIREMENT AUTHORITY
29th Flr., BDO Towers Valero, Paseo de Roxas, Makati City

INVITATION TO BID

PRA-ITB-DC No. : 2023-11-002
Date : December 14, 2023

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 or before **12:00NN of January 8, 2024**. Place your proposals together with the bid bond amounting to 10% of the total bid price in a sealed envelope with the ITB 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.

ITEM/DESCRIPTION	FLOOR PRICE (PHP)
Toyota Hi- Ace Commuter Model: 2007 Engine Serial No.: JTFJ802P400012152 Plate No.: SHU-919 Acquisition Date: December 11, 2007	30,811.99

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 Unserviceable Properties
located at PRA Cebu Satellite Office, Club Ultima Residences &
Towers with office address at Jones Avenue, Cebu 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.

Bid documents can be accessed/downloaded at PRA Website (www.pra.gov.ph), Click Bidding Opportunities.

For inquiries about bidding documents, you may contact, Ms. Ruby D. Abriol, Disposal Committee Member, at (02) 848-1412 local 2017 and/or thru email, ruby.abriol@pra.gov.ph.

4. SCHEDULE OF ACTIVITIES

4.1 INSPECTION OF UNSERVICEABLE PROPERTIES

Unserviceable properties (PRA CSO Vehicle & properties) are available for inspection from **January 3 to 5, 2023 from 10:00 A.M. – 3:00 P.M.** at the Cebu Satellite Office and parking lot of Club Ultima Residences & Towers, Jones Avenue, Cebu City.

4.2 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 **January 8, 2024 at 2:00 P.M. via online ZOOM or WEBEX** at 29th floor, BDO Towers Valero, Paseo de Roxas, Makati City. In the presence of at least two (2) PRA's Disposal Committee member, one (1) 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;

ITEM NO.	Description	Minimum Bid Price
1	Toyota Hi- Ace Commuter Model: 2007 Engine Serial No.: JTFJ802P400012152 Plate No.: SHU-919 Acquisition Date: December 11, 2007	30,811.99

7. PREPARATION OF BIDS

- 7.1 The bid must be submitted using the Price Quotation Form with the **company's/firm's or personal letterhead (see attached ANNEX A)** to the Disposal Committee Secretariat, 29th floor, BDO Towers Valero, Paseo de Roxas, Makati City.
- 7.2 A Bid Bond amounting to 10% of the total bid price in the form of cash, duly accomplished/signed ITB and Bidder's Inspection Certificate (Annex B) 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.
- 7.3 Envelope should be securely sealed, marked and addressed to as follows:

PRA-ITB-DC No. ____
Bidder's Name:
Address:
Contact Number:
THE CHAIRPERSON
Disposal Committee for Unserviceable Property
Philippine Retirement Authority
29th flr. BDO Towers Valero, Paseo de Roxas, Makati City

- 7.4 Deadline of submission of bids is at **12:00 NN of January 8, 2024**. Bids submitted beyond said deadline shall not be accepted.

7.5 Opening of bids is on **January 8, 2024 at 02.00PM.**

8. 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.

9. 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.

10. 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.

11. RELEASE OF AWARDED ITEMS

- 11.1 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

Complete Business/ Residential Address

Tax Identification No. (TIN)

Contact Nos. (Mobile and/or Landline)

[[NAME/COMPANY NAME/FIRM'S NAME]]
 [[ADDRESS]]
 [[CONTACT NO.]]

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-ITB-DC No. ____ as described in Section 7 thereof, to be bid **via online ZOOM or WEBEX on January 8, 2024 at 02.00 PM at 29th Flr BDO Towers Valero, Makati City**, hereunder is/are my bid offer/s:

ITEM NO.	Description	Minimum Bid Price (PHP)	BID OFFER (in words and in figures)
1	Toyota Hi- Ace Commuter Model: 2007 Engine Serial No.: JTFJ802P400012152 Plate No.: SHU-919 Acquisition Date: December 11, 2007	30,811.99	

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. Enclosed is the required Bid Security in the amount of P _____ which is equivalent to ten percent (10%) of my total bid price.

Very Truly Yours,

 Printed name of Bidder/Business Name

 Complete Business/ Residential Address

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

 Tax Identification No. (TIN)

 Contact Nos. (Mobile and/or Landline)

DISPOSAL COMMITTEE
Philippine Retirement Authority
29th flr., BDO Towers Valero, Paseo de Roxas, Makati City

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following unserviceable vehicle and properties on _____ which are subject for public bidding on **January 8, 2024** at its present location, to wit:

ITEM NO.	Description	LOCATION
1	Toyota Hi- Ace Commuter Model: 2007 Engine Serial No.: JTFJ802P400012152 Plate No.: SHU-919 Acquisition Date: December 11, 2007	

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