

DISPOSAL THROUGH SALE OF ONE (1) LOT OF USED VEHICLE SPARE PARTS AND ASSORTED SCRAP MATERIALS

INVITATION TO BID

The Bases Conversion and Development Authority (BCDA) through its Disposal and Appraisal Committee (DAC) is inviting interested proponents to bid for **ONE (1) LOT OF USED VEHICLE SPARE PARTS and ASSORTED SCRAP MATERIALS** with a total floor price of **Nine Thousand Five Hundred Two 50/100 (Php9,502.50)** described as follows:

DESCRIPTION	QTY	LOCATION	FLOOR PRICE
Disposal through Sale of Used Vehicle Spare Parts and Assorted Scrap Materials	1 Lot	BCDA Motorpool, Pamayanang Diego Silang, Brgy. Ususan, Taguig City	Php 9,502.50 (inclusive of VAT and all applicable taxes)

Disposal through Sale of One (1) Lot of Used Vehicle Spare Parts and Assorted Scrap Materials shall be on an **“AS IS WHERE IS”** basis.

Inspection of the above item/s is scheduled on **22 October 2024, from 9:30 AM to 11:30 AM**. All items are at the BCDA Motorpool, Pamayanang Diego Silang (PDS), Barangay Ususan, Taguig City. Kindly coordinate with the TWG Member **Mr. Rommel M. Rebolledo** with **contact number 8575-1700**.

The Bidding Documents will be available to interested Bidders at BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, on **15-23 October 2024 from 9:00 A.M. to 4:00 P.M** upon payment of a non-refundable bid fee amounting to **Three Hundred Pesos (Php 300.00)** in the form of cash or cashier's or manager's check issued by a reputable domestic universal bank and made payable to "Bases Conversion and Development Authority".

BCDA shall hold a Pre-Auction Conference on **22 October 2024, from 1:30 PM to 3:00 PM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City.

Bids must be duly received by the DAC Secretariat through the BCDA Central Receiving and Releasing Area (CRRA) at the address given above, on or before **1:00 PM on 24 October 2024**. Late bids shall not be accepted.

Bid opening shall be on **24 October 2024, at 2:00 PM** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the Bid.

Interested proponents can direct their inquiries through an email at dacsecretariat@bcda.gov.ph.

BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.

BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time before contract award, in compliance with COA-DBM Joint Circular 2024-1, dated 30 January 2024, without thereby incurring any liability to the affected bidder(s).

MARIA JOSEFINA V. PE

Chairperson, Disposal and Appraisal Committee
Bases Conversion and Development Authority

INSTRUCTION TO BIDDERS

DISPOSAL THROUGH SALE OF ONE (1) LOT OF USED VEHICLE SPARE PARTS AND ASSORTED SCRAP MATERIALS

1. INTRODUCTION

- 1.1. Bases Conversion and Development Authority, hereinafter referred to as BCDA, through its Disposal and Appraisal Committee (DAC) will receive bids for the Disposal Through Sale of ONE (1) LOT OF USED VEHICLE SPARE PARTS AND ASSORTED SCRAP MATERIALS, as described in Invitation to Bid.
- 1.2. This Section provides instructions to bidders for the Public Bidding. The BCDA Disposal and Appraisal Committee (DAC) may issue special instructions to bidders and require additional documents.

2. SUBMISSION AND OPENING OF BIDS

- 2.1. Bidders shall submit their Bids in a single envelope containing the following:
 - 2.1.1. Invitation to Bid for the Disposal through Sale of One (1) Lot of Used Vehicle Spare Parts and Assorted Scrap Materials;
 - 2.1.2. Instruction to Bidders;
 - 2.1.3. Copy of Valid Business Permit /Mayor's Permit;
 - 2.1.4. Copy of Official Receipt evidencing payment of bids documents;
 - 2.1.5. Financial Bid Form (attached as Annex "A"); and,
 - 2.1.6. Authorization letter of the company's representative, if applicable (attached as Annex "B").
 - 2.1.7. Auction Bond, equivalent to at least 10% of the floor price.

Incomplete submission of the documents as mentioned above shall be disqualified.

The Envelope is to be labeled as follows:

BIDDING FOR THE DISPOSAL THROUGH SALE OF ONE (1) LOT OF
USED VEHICLE SPARE PARTS AND ASSORTED SCRAP MATERIALS

Name and Signature of the Bidder/ Authorized Representative: _____

Name of Company: _____

Complete Address: _____

Contact Number: _____

- 2.2. Bids must be duly received by the DAC Secretariat through the BCDA Central Receiving and Releasing Area (CRRA) at **BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st St. cor. 2nd Ave. Bonifacio Global City, Taguig City**, on or before **1:00 PM of 24 October 2024**.
- 2.3. Bids submitted after the deadline shall not be accepted.
- 2.4. Opening of Bids shall be made on **24 October 2024, at 2:00 PM**. The venue will be **BCDA Corporate Center, 2/F Bonifacio Technology Center, 31st St. cor. 2nd Ave. Bonifacio Global City, Taguig City**.
- 2.5. Bids below the Minimum Floor Price shall be automatically disqualified.

3. WITHDRAWAL OF BIDS

- 3.1. A bidder may be allowed to withdraw their bidding documents only before the deadline for submission of bids and shall be returned unopened.

4. AUCTION BOND

- 4.1. Each bidder shall submit an Auction Bond in the amount of not less than ten (10%) percent of the total floor price in the form of cash or manager's check payable to the Bases Conversion and Development Authority (BCDA).
- 4.2. A bid submitted without the required Auction Bond or with an Auction Bond in an amount less than the required amount shall be rejected and will be returned to the bidder.
- 4.3. Auction bonds of non-winning bidders shall be returned immediately after the announcement of the winning bidder.

5. UNSUCCESSFUL BIDDING/FAILED BIDDING

- 5.1. Bidding may be declared unsuccessful or failed in the event of either of the following cases:
 - 5.1.1. No bids are received;
 - 5.1.2. All bidders failed to comply with the terms and conditions prescribed in the Instruction to Bidders.
 - 5.1.3. All bid proposals are lower than the floor price subject to Section A (1.0) Part III of the Revised Manual on the Disposal of Government Properties.

- 5.1.4. In case of a failed first public auction, a re-auction shall be scheduled. In case of failure on the second auction, the Disposal and Appraisal Committee may dispose of the properties through a negotiated sale.

6. AWARDING

- 6.1. The award shall be given to the bidder with the highest bid price and comply with all the requirements specified in the Instruction to Bidder.
- 6.2. In case of a "Tie" among bidders which takes place when two or more bidders offer the same price proposal, all concerned bidders of their duly authorized representative shall appear after the conduct of the bidding and witness the drawing of lots. This shall be the basis for determining the winning bidders based on sheer luck or chance corollary to the Government Procurement Policy Board (GPPB) Circular No. 06- 2005 dated 05 August 2005. The "drawing of lots" shall be conducted by the DAC in the presence of the concerned bidders and/or their duly authorized representatives.
- 6.3. In case of failure of full payment within the prescribed period, the winning bidder shall be penalized through the cancellation of the award and forfeiture of the Bidder's bond in favor of BCDA.

7. PAYMENT

- 7.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to Bases Conversion and Development Authority (BCDA) within three (3) calendar days upon receipt/acknowledgment of the Notice of Award (NOA).

8. ISSUANCE OF GATE PASS/AUTHORITY TO PULL OUT

- 8.1. Gate Pass and other related documents shall be issued in favor of the Winning Bidder upon full payment of the Bid Price amount.

9. WITHDRAWAL/HAULING OF AWARDED ITEMS

- 9.1. Withdrawal/Hauling shall be made only after the awardee has fully paid the Bid Price as evidenced by the BCDA official receipt.
- 9.2. The withdrawal process must be completed in five (5) working days, Monday through Friday, from 9:00 AM to 4:00 PM only. Certain exceptions may apply for Saturdays, Sundays, and holidays. Failure of the awardee to claim the

property within the stipulated period shall result in the cancellation of the award/contract.

- 9.3. Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

10. TAXES, CUSTOMS DUTIES, COST OR CHARGES

- 10.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs, or charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.
- 10.2. The awardee shall bear all expenses incidental to the withdrawal of the items.

11. RESERVATION CLAUSE

- 11.1. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
- 11.2. BCDA reserves the right to accept or reject any bid, to annul or cancel the bidding process, to declare a failure of bidding, or not award the contract at any time before contract award in accordance with COA-DBM Joint Circular 2024-1, without thereby incurring any liability to the affected bidder or bidders.

FINANCIAL BID FORM

THE CHAIRPERSON

Disposal Committee
 Bases Conversion and Development Authority
 2/F Bonifacio Technology Center
 31st St. Crescent Park West
 Bonifacio Global City, Taguig City

Subject:

**DISPOSAL THROUGH SALE OF ONE (1) LOT USED VEHICLE SPARE PARTS
 AND ASSORTED SCRAP MATERIALS**

I/We submit this Bid Proposal with full knowledge of the requirements relating to the bidding as provided in the Invitation to Bid and the Instructions to Bidders.

I/We understand that the BCDA reserves the right to reject any or all proposals.

I/We hereby certify that we have prepared, checked, and inspected these Properties.

DESCRIPTION	QTY	LOCATION	FLOOR PRICE
Disposal through Sale of Used Vehicle Spare Parts and Assorted Scrap Materials	1 Lot	BCDA Motorpool, Pamayanang Diego Silang, Brgy. Ususan, Taguig City	Php9,502.50 (inclusive of VAT and all applicable taxes)

Bid Price in Words:

Bid Price in Figure:

NOTE: *In case of a discrepancy between the amount in words and figures, the amount in figures shall prevail.*

"READ AND ACCEPTED AND GOOD FOR AGREEMENT"

NAME OF BIDDER : _____

SIGNATURE : _____

POSITION : _____

COMPANY/CORPORATION: _____

Authorization Letter
(Sample Form)

Date: _____

THE CHAIRPERSON
Disposal and Appraisal Committee (DAC)
Bases Conversion and Development Authority
2/F Bonifacio Technology Center,
31st St. Bonifacio Global City, Taguig City

Subject:
**DISPOSAL THROUGH SALE OF ONE (1) LOT USED VEHICLE SPARE PARTS
AND ASSORTED SCRAP MATERIALS**

Dear Chairperson:

This is to authorize Mr./Ms. _____ to represent our company at the bid opening and in all related transactions pertaining to the above-mentioned subject.

Authorized Representative:

Name & Signature : _____

Title/Position : _____

Date : _____

Email Address : _____

Authorizing Authority:

Name & Signature : _____

Title/Position : _____

Date : _____

Email Address : _____

**PROPOSED SCHEDULE OF DISPOSAL ACTIVITIES
DISPOSAL THROUGH SALE OF 1 LOT USED VEHICLE SPARE PARTS and
ASSORTED SCRAP MATERIALS
CY 2024**

Item No.	Particular	Date/Time	Remarks
1	Advertisement or Posting of Invitation to Bid	October 15-22, 2024	% TWG/Secretariat
2	Submit Ocular inspection letter to COA	October 15, 2024	% Secretariat
3	Ocular Inspection of COA and Prospective Bidders	October 22, 2024 9:30 AM - 11:30 AM (Tuesday)	% TWG
4	Pre-Auction Conference	October 22, 2024 1:30 PM - 3:00 PM (Tuesday)	DAC
5	Deadline for Request of Clarification, if any	October 23, 2024 11:00 AM (Wednesday)	% Secretariat
6	Issuance of Bid Bulletin, if any	October 23, 2024 4:00 PM (Wednesday)	% Secretariat
7	Deadline for the Submission of Bidding Documents	October 24, 2024 1:00 PM (Thursday)	% Secretariat
8	Opening of Bidding Documents and Evaluation of Bid Proposals (Highest Bid Proposal)	October 24, 2024 2:00 PM (Thursday)	DAC
	Declaration of Winning Bidder	October 24, 2024 3:00 PM (Thursday)	
9	DAC Resolution	October 24, 2024 (Thursday)	% Secretariat
10	Full payment	October 25-27, 2024	% Secretariat
11	Issuance of Gate Pass	Not later than October 27, 2024	% Secretariat
12	Withdrawal/Hauling of awarded items	Not later than November 4, 2024 Calendar days (Monday thru Friday, 9:00 AM to 4:00 PM but for Saturdays, Sundays, and Holidays are subject to valid exemptions)	% TWG

**dates are subject to change*