



REPUBLIC OF THE PHILIPPINES
NATIONAL COUNCIL ON DISABILITY
Isidora Street, Brgy. Holy Spirit, Quezon City

INVITATION TO BID
"AS IS – WHERE IS"

The National Council on Disability Affairs invites bidders to purchase the following unserviceable property through sealed public bidding in an "as is, where is" basis on **October 31, 2022 1:30 PM** at the **NCDA Building, Board Room, Ground Floor, Isidora Street, Brgy. Holy Spirit, Quezon City:**

Lot No.	Brief Description of Unserviceable Property	Floor Price
1	66 pieces Office Chairs and 10 pieces Steel Cabinet	5,424.03
2	14 units Air-conditioning	102,719.35
3	5 units Printing Equipment	36,641.57
4	ICT Equipment (44 units Desktop Computer with Monitor, 10 units Laptop, 2 units Server Computer	84,079.03
TOTAL		228,863.98

Public Bidding Mechanics:

1. The public bidding will be conducted in accordance with COA Circular No. 89-296 dated January 27, 1989 and is open to all bidders.
2. The bid form may be obtained personally from the NCDA Disposal Committee Secretariat from October 18 to October 31, 2022 12:00 PM at the 2nd Floor Finance and Administrative Division, NCDA Building, Isidora Street, Brgy. Holy Spirit, Quezon City with contact number 09685441451 or may be downloaded through the NCDA website at www.ncda.gov.ph.
3. All bid proposals shall use the bid form attached as Annex "A". The bid form shall be accomplished in three (3) copies, preferably typewritten, shall be submitted in a sealed envelope properly addressed at:

MATEO A. LEE, JR.
Chairperson
NCDA Disposal Committee
Board Room, Isidora Street, Brgy. Holy Spirit
Quezon City

4. All bids must be accompanied by a bid bond/s in the form of cash, manager's check or cashier's check acquired from a reputable bank within Metro Manila, with an amount equivalent to ten percent (10%) of the floor price of the unserviceable property to be

- bid. Such bond shall be refunded to losing bidders after the declaration of the winning bidder.
5. All interested bidders may inspect the unserviceable property in plain view with the assistance of a NCDA Staff on October 18 to October 28, 2022 from 8:00 AM to 5:00 PM except Friday, Saturday and Sunday.
 6. Bid proposals shall be submitted not later than October 31, 2022 at 12:00 PM through the NCDA Disposal Committee NCDA Board Room, Isidora Street, Brgy. Holy Spirit, Quezon City. Late bids shall not be accepted. The opening of bids shall immediately follow at 1:30 p.m.
 7. The winning bidder shall be the proposal with the highest offered price which shall not be lower than the floor price and the declaration of the winning bidder shall immediately follow.
 8. Should there be a tie in the highest offered price for unserviceable property; the concerned bidders shall "draw-lots" to break the tie.
 9. The winning bidder's bid bond shall automatically be considered as partial payment and the difference between the bid price and the bid bond shall be paid in full to the NCDA cashier in the form of cash, cashier's check or manager's check of a reputable bank within Metro Manila within five (5) working days from the date of the Notice of Award. In case of failure of payment of the bid price within the required period, the award shall be cancelled and the bid bond shall be forfeited. The unserviceable property shall then be award to the next highest bidder.
 10. The Official Receipt (O.R.) showing the full payment of the bid price shall be presented to the Executive Director which shall serve as the basis for the preparation of the deed of sale and Release Order within five (5) working days upon receipt of the O.R.
 11. The winning bidder is required to take possession of the unserviceable property within thirty (30) working days after receipt of the Release Order, otherwise, he shall be charged with a daily storage fee in the amount equivalent to one percent (1%) of the floor price. In case the unserviceable property is not claimed within thirty (30) calendar days, the award/contract shall be cancelled and the unserviceable property shall be awarded to the next highest bidder.
 12. The unserviceable property shall be sold on an "as is, where is" basis.
 13. The bidders shall accept the physical condition and actual state at the time of the public bidding of the unserviceable property. The highest winning bidder shall likewise be responsible for the cost of the transfer of said property.
 14. The National Council on Disability Affairs reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government

Originally Signed
MATEO A. LEE, JR
Deputy Executive Director
Chairperson, NCDA Disposal Committee

BID PROPOSAL

 Date
The Chairperson

NCDCA Bids and Awards Committee on Disposal
 National Council on Disability Affairs
 NCDCA Building, Isidora Street, Brgy. Holy Spirit
 Quezon City

Sir:

After having carefully read and accepted the terms and conditions in the "AS IS - WHERE IS" public bidding of the NCDCA unserviceable printing equipment and office equipment, hereunder is our bid offer for the item/s as follows:

Lot No.	Brief Description of Unserviceable Property	Floor Price
1	66 pieces Office Chairs and 10 pieces Steel Cabinet	5,424.03
2	14 units Air-conditioning	102,719.35
3	5 units Printing Equipment	36,641.57
4	ICT Equipment (44 units Desktop Computer with Monitor, 10 units Laptop, 2 units Server Computer)	84,079.03
TOTAL		228,863.98

(Amount in Words) _____

Enclosed is a bid bond equivalent to ten percent (10%) of the value bided in the amount of P_____.

Very truly yours,

 Name of Bidder (Signature over Printed Name)

 Address and Contact No.
