



VICTORIAS CITY WATER DISTRICT

QUIRINO STREET, VICTORIAS CITY, NEGROS OCCIDENTAL

TIN 001-005-020-0000

Tel. Nos. (034)399-2865/ 717-6152 Telefax (034)399-3554

email address: victoriacitywd@yahoo.com

INVITATION TO BID

VCWD-ITBid No. 2021-04-001
Date April 14, 2021

Dear Sir/ Madam :

Please quote your offer price for the used/unserviceable properties indicated in the attached list and submit your proposals printed preferably 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 **April 29, 2021 12:00 p.m.** Place your proposals together with the bid bond equivalent to ten percent (10%) of the floor price in a sealed envelope with the ITBid No. above, your name, address and contact numbers. Unsigned proposals, proposals below the floor price and those without the corresponding bid bond shall be rejected.

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) VCWD reserves the right to accept or reject any or all bid, including that of a single eligible bid, and to annul the bidding process at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For details, please see attached Instructions to Bidders (ITB).

Very truly yours,

Engr. Abraham J. De Dios Jr.
General Manager





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Disposal of Used/Unserviceable Properties (April 29, 2021)

Description	Floor Price
One (1) lot unserviceable properties, semi-expendables and waste materials.	PHP 200,000.00



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INSTRUCTIONS TO BIDDERS (ITB)

Disposal of Used/Unserviceable Properties

A. Inspection of Used/Unserviceable Properties

The used/unserviceable properties for sale are available for inspection/viewing from **April 16, 22 and 23, 2021 9:00 AM to 4:00 PM** at VCWD office and pump stations.

B. Schedule of Public Auction

The public bidding shall be conducted on a **one (1) lot** and "as is, where is" basis by the VCWD Disposal Committee (VDC). Schedule of opening of bids is on **April 29, 2021** at the **VCWD Office**.

C. Qualification of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the public auction, subject to the submission of qualification documents, as may be required by the VDC. Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter. * Qualification Documents: (1) Photocopy of Business License or Mayor's Permit or Government Issued ID (2) Omnibus Sworn Statement (3) DTI Registration Certificate or SEC Registration (4) Income Tax Return or Business Tax Return

D. Registration Fee

Payment of non-refundable Php 500.00 registration fee.

E. Floor Price

Floor price of one {1} lot properties, has been set in accordance with the COA Appraised Value with additional expenses incurred in warehousing/storage.

F. Submission of Bids and Bid Bonds

1. The bid must be submitted using the **company's/ firm's or personal letterhead (see attached Annex A)** to the VDC Chairperson, VCWD, Quirino St., Victorias City, in a sealed envelope and shall be labeled with the **VDC-ITBid No., the bidder's name , address and contact number**; The VDC shall not be responsible for any tampering of bids that were not sealed;
2. A Bid Bond equivalent to ten percent (10%) of the floor price in the form of cash, manager's check or cashier's check 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.
3. Deadline of submission of bids is at **April 29, 2021, 12:00 p.m.** Bids submitted beyond said deadline shall not be accepted.

G. Modification and Withdrawal of Bid

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the VDC prior to the deadline of submission of bids;
2. 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 VDC prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; and
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

H. Opening of Bids

1. Opening of bids will immediately follow the deadline of submission of bids in the presence of at least one VDC member and the bidders who chose to attend, which shall be conducted by the Bids and Awards Committee (BAC).



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2. An Abstract of Bids shall be prepared by the BAC Secretariat for signature of the BAC members and approval of the Head of the Agency or his authorized representative.

H. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the BAC will resort to non-discretionary criteria {toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award SHALL BE REQUIRED TO PAY THE DIFFERENCE BETWEEN SAID BIDDER'S AND THAT OF THE NEXT HIGHEST BIDDER, shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to BAC's other courses of action and remedies open to it.

I. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of receipt of the Notice of Award;
2. An Official Receipt shall be issued by the VCWD covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in future biddings.

J. Pick-up/ Hauling of the Property by the Winning Bidder

1. The winning bidder shall be given **seven (7) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, a penalty of (P 1,000.00) one thousand pesos for the delay per day.

K. Forfeiture / Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of VCWD in the following instances:
 - a. if the winning bidder refuses to accept the award;
 - b. in case the winning bidder fails to make the payment within the prescribed period
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the properties.

L. Failure of Bidding

Failure of bidding shall be declared in the following instances:
If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with the bid requirements, all bids is below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required .

Moreover, if within three (3) failures of bidding the auction is for sale thru negotiation.

CONFORME:

Name & Signature of Bidder's Authorized Representative

Position

Date

For inquiries, please contact Mr. Edgielu Valenciano or Ms. Erla Marie Bacolod at Tel. Nos. (034) 399-2865 or (034)717-6152

Bidder's Company or Personal Letterhead

(with address and contact number)

The VCWD Disposal Committee

Submitted herewith is my bid proposal in response to the Invitation to Bid No .: 2021-04-001 dated April 08, 2021 and its Instructions to Bidders for the Disposal of Used/Unserviceable Properties:

Description	Floor Price	Bid Price
One (1) lot unserviceable properties, semi-expendables and waste materials.	PHP 200,000.00	

It is understood that VCWD reserves the right to accept or reject any bid, including that of the single eligible bidder, waive any minor deviation in the bid, which will not materially affect the substance of the bid, and to annul the bidding process at any time prior to award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Instructions to Bidders.

Very truly yours

Signature : _____

Printed Name : _____

Company Name, if any : _____

Address : _____

e-mail : _____

Contact Number: _____

TIN : _____

The Schedule of Bidding activities is as follows:

ACTIVITIES	SCHEDULE
Posting of the Invitation to Bid	April 14, 2021 9:00 AM – 4:00 PM
Viewing of items for sale	April 16, 22, & 23, 2021 9:00 AM – 4:00 PM
Submission	April 29, 2021 12:00 PM
Opening of Bids and Awarding	April 29, 2021 1:30 PM