



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**DISPOSAL COMMITTEE**

**INVITATION TO BID**

The Insurance Commission (IC), through its Disposal Committee, invites all interested parties to participate in the public bidding for one (1) lot of various unserviceable computer, electronic equipment and properties on an "As-Is-Where-Is" basis as indicated below:

| <u>ITEM/DESCRIPTION</u>   | <u>QUANTITY/UNIT</u> | <u>LOCATION</u>  |
|---|----------------------|--|
| <b><u>Various Unserviceable Computer, Electronic Equipment and Properties</u></b> | <b>One (1) Lot</b>   | Annex Building and Parking Lot, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila |

Interested buyers shall bid for the entire lot of unserviceable computer and electronic equipment, supplies and properties with the floor price amounting to **Nineteen Thousand Five Hundred Forty-Three Pesos and 26/100 (PhP19,543.26)**. The sealed bid/offer must be submitted to the Disposal Committee Secretariat not later than 15 March 2018, 12:00 Noon.

A non-refundable **Bid Fee of Three Hundred Pesos (Php 300.00) for the lot** shall be paid to the IC Administrative Division-Cashier Section. Upon payment of the bid fee, the interested buyers may secure the **Bid Form** from **Ms. Chantal Mae V. Simon**, Member, Disposal Committee Secretariat at the Records Section, Ground Floor, IC Building, 1071 United Nations Avenue, Ermita, Manila with telephone number (02) 523-8462 to 70 loc. 123.

Bidders shall be allowed to conduct physical inspection of the unserviceable properties on 08 and 09 March 2018 during office hours from 9:00am to 12:00 Noon only.

Opening of sealed bids shall be held on 15 March 2018, 2:00 PM at the **IC Function Room**. If in the interim there shall be a holiday, whether regular or special, the opening of bids shall be held on the next business working day.

The IC reserves the right to reject any or all of the bids with or without cause, to annul the bidding process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government.

  
**DOROTHY M. CALIMAG**  
 Chairperson  
 Disposal Committee

05 March 2018



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## TERMS AND CONDITIONS

The following terms and conditions shall apply to the public bidding of various unserviceable computer, electronic equipment and properties of the Insurance Commission (IC) on an "As-Is-Where-Is" basis as indicated below:

1. The bidder shall pay a non-refundable bid fee of **Three Hundred Pesos (Php300.00)** to the IC Administrative Division-Cashier Section.
2. No tender shall be allowed lower than the government floor price of **Nineteen Thousand Five Hundred Forty-Three Pesos and 26/100 (PhP19,543.26)**.
3. Interested bidder shall tender for the unserviceable properties. Payment of at least ten percent (10%) bidder's bond for said properties is indispensable. **No bidder's bond, no bid.**
4. Tender shall be offered personally by the bidder or in his absence, his duly authorized representative, provided said person/entity **possesses a duly notarized Special Power of Attorney (SPA)**, otherwise, said tender shall be declared void.
5. The bidder shall **enclose in a sealed envelope his tender together with his minimum bid bond equivalent to ten percent (10%) of his tender** in the form of cash or manager's check issued by a reputable bank payable to the **Insurance Commission**. The envelope should also include photocopy of the following documents:
  - a. Mayor's Permit or any proof of legal personality and authority to operate; and
  - b. Latest Income Tax Return, stamped "received by BIR or its duly accredited and authorized Institutions".

**Note: Prior to the issuance of the Notice of Award (NOA), the winning bidder should present the original copy of the foregoing documents for validation.**

6. Bidders shall be allowed to conduct physical inspection of the unserviceable properties on 08 and 09 March 2018 during office hours from 9:00am to 12:00 Noon only.
7. The bidder's bond will be returned to the non-winning bidders right after the award of contract.



8. The NOA shall be deemed acceptance of the IC of the winning bid. Accordingly, this terms and conditions shall be binding and enforceable.
9. The ten percent (10%) bid bond shall be **forfeited if the full price is not paid within three (3) days upon receipt of the NOA** by the winning bidder, without prejudice to the rights and remedies available to IC against the winning bidder under applicable laws.
10. Upon determination of the awardee, the **bid bond shall be considered as partial payment** and the difference between such payment and the quotation price shall be paid in the form of cash.
11. Upon payment of the full price, the winning bidder shall be the recipient of the unserviceable properties and is **required to completely remove/haul/withdraw the same from the IC Office premises within three (3) calendar days**. All cost/expenses incurred in hauling shall be shouldered by the winning bidder.
12. Bidder who has environment-friendly facilities and manner of recycling/disposal will be preferred, provided however, that certifications or written evidences from relevant government agencies shall be presented and submitted by the bidder.
13. The IC Disposal Committee reserves the right to reject any or all of the bids with or without cause, to waive any defect in them and to award the bidder whose tender is the most advantageous to the government.

  
**DOROTHY M. CALIMAG**  
Chairperson  
Disposal Committee