



Republic of the Philippines  
Metropolitan Manila

**CITY OF NAVOTAS**

**COMMITTEE ON AWARDS**



October 4, 2022

**Ms. MARIA IRISH ALOHA CUBILLAN**

Public Information Officer

Navotas City

**Engr. RENATO REYES**

Head, Information & Communication Technology Office

Navotas City

Sir/Madam:


Respectfully forwarded herewith is a copy of the Invitation to Bid on Unserviceable Property and Equipment, Instruction to Bidders and Bid Forms.

The undersigned would like to request your respective offices to post the same on the Official Website of Navotas City (ICTO) and designated bulletin boards of the City Government (PIO) for public information and for purpose of transparency and accountability.

Your immediate preferential action regarding this request is highly appreciated.

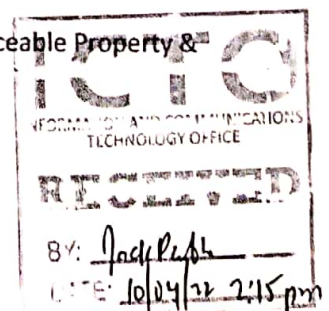
Thank you very much.

Very truly yours,

  
**RUFINO M. SERRANO**

Chairman

Committee on Awards for the  
Disposal  
Of Unserviceable Property &  
Equipment





Republic of the Philippines  
National Capital Region



NAVOTAS CITY

## COMMITTEE ON AWARDS

### INVITATION TO BID ON UNSERVICEABLE PROPERTY AND EQUIPMENT

The City Government of Navotas intends to sell various unserviceable property and equipment located at Navotas Old Tesda Building – Brgy. Sipac-Almacen Navotas City Hall Vicinity, FARM-C Brgy. Bangkulast, Navotas Polytechnic College - Bangus St. Brgy. North Bay Blvd. North, Navotas Centennial Park – C-4 Road & Tanza II Housing – Brgy. Tanza, Navotas City in the minimum amount of **FIVE HUNDRED THIRTY-NINE THOUSAND NINE HUNDRED EIGHTEEN AND NINETY-FIVE HUNDREDTHS (Php 539,918.95)**

#### Supplies / Properties

#### Appraised Value in Peso

Vehicle	Php 328,572.39
Communication Equipment	Php 18,444.74
Office Equipment	Php 41,835.36
IT Equipment	Php 36,632.22
Furniture & Fixtures	Php 72,608.67
Other Property, Plant & Equipment	Php 41,825.57

Interested bidders may obtain further information from the Committee on Awards Secretariat at the address given below at any time starting from the day of posting of Invitation to Bid.

Bids must be submitted to the address below on or before 12:00 noon of November 3, 2022.

All bids must be accompanied by bidder's bond equivalent to ten per cent (10%) of their bid.

Bids opening shall be at 2:00PM of November 3, 2022 at the Mayor's Conference Room, 4<sup>th</sup> floor, Navotas City Hall, M. Naval St., Sipac-Almacen, Navotas City. Bids will be opened in the presence of the Bidder's representatives who chose to attend the proceeding. Bids received lower than that of the total appraised value shall be automatically disqualified at bid opening. Late submission of bid not be accepted.


Bidding will be conducted through open competitive bidding.

The City Government of Navotas reserves the right to accept or reject any and all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring liability to the affected bidder or bidders.

For further information, please refer to:

#### COMMITTEE ON AWARDS SECRETARIAT

c/o EMMANUEL M. CRUZ/VINA DC. NAVAL  
City General Services Office  
City Hall Annex Bldg – CGSO  
M. Naval St. Sipac-Almacen  
Navotas City

  
**RUFINO M. SERRANO**  
Chairman

Committee on Awards for the  
Disposal of Unserviceable Properties



Republic of the Philippines  
Metropolitan Manila

**CITY OF NAVOTAS**



## **COMMITTEE ON AWARDS**

### **INSTRUCTIONS TO BIDDERS (Unserviceable Property and Equipment)**

**Date of Opening of Sealed Bids: November 3, 2022**

**1. Eligibility Requirements**

- 1.1 Certified true copy of the bidder's Business Permit/Mayor's Permit.
- 1.2 Financial Bid (See Bid Form)

**2. Schedules of Bidding Activities are as follows:**

Posting and Publication of Invitation to Bid	October 10, 2022
Pre-Bid Conference	October 18, 2022
Submission of Bids	November 3, 2022
Opening of Bids	November 3, 2022
Awarding of Winning Bidder and Signing of Contract	November 10, 2022
Execution of Contract	November 17, 2022

**3. Accomplishment and Submission of Bids**

3.1 Preparation and Submission of Bid Tender. The bidder shall accomplish the Bid Tender in at least three (3) copies, preferably typewritten and identical in all aspects sealed in an envelope. Bid tenders should be properly signed and submitted to the Committee on Awards Secretariat on or before 12 noon on November 3, 2022. Sealed bids shall be stamped 'Received' with the date and time indicated. Bids submitted after the designated date and time shall no longer be accepted.

- a. The envelope shall contain three (3) copies each of the Business Permit/Mayor's Permit and accomplished Bid Form with the corresponding Bidder's Bond and signed Instructions to Bidders and shall be addressed in this manner:

**Committee on Awards Chairman**  
Engr. Rufino M. Serrano  
City Planning and Development Office  
1<sup>st</sup> Floor, Navotas City Hall  
M. Naval St., Sipac-Almacen, Navotas City

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Company / Bidder

3.2 Erasures on the bid tender should be avoided or it should be duly initialled by the bidder. Erasures and changes in the bids must be explained or otherwise authenticated with the signature or initials of the bidder/authorized representative.



3.3 The signature of the bidder on the tender shall constitute acceptance of, and assent to all conditions embodied therein.

#### 4. Financial Bid

4.1 Must be expressed in Philippine currency written in words as well as in figures. In case of discrepancy, the amount in words shall prevail.

4.2 The bid price must not be lower than the floor price as specified in the Invitation to Bid.

#### 5. Bid Bond Requirement

5.1 A bid bond equivalent to ten percent (10%) of their bid shall accompany the bid tender and shall be required from each bidder.

5.2 Bid bonds should be in the form of cash, manager's or cashier's check acquired from a reputable bank.

#### 6. Opening of Bids

6.1 The opening of bids shall be on November 3, 2022, 2:00PM at the Mayor's Conference Room, 4th Floor, Navotas City Hall, M. Naval St., Sipac-Almacen, Navotas City. Bidders or their duly authorized representatives may witness the proceedings.

#### 7. Evaluation of Bids

7.1 Successful bidder(s) shall be immediately notified by the Committee on Awards within the period set in the Schedule of Bidding Activities.

7.2 If the sale through public bidding is a failure, a rebidding shall be scheduled if possible and practical. Bidding may be declared a failure in any of the following cases:

a. There is no bidder

b. Complying bidders failed to meet the minimum bid price.

7.3 In case the second bidding fails or the second bidding is impractical, the Committee on Awards may dispose of the property through negotiation.

#### 8. Awarding of Bids

8.1 Awards shall be given to the highest complying bidder.

8.2 When two or more complying bidders made identical offers, the winning bidder will be determined through a toss coin.

8.3 Bid bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.

#### 9. Miscellaneous Provisions

##### 9.1 Inspection of Property and Waiver of Warranties

a. Bidders submitting their bids shall be deemed to have inspected the property and to have been sufficiently appraised its physical and legal condition. All bids are submitted under the condition that the City Government of Navotas shall in no case be liable for breach or any legal or contractual warranties.

b. Properties shall be sold on 'As is, Where is' basis.

c. All bidders or their authorized representatives are deemed to be present at the place, time and date of the bidding to witness the opening of the bids and to immediately interpose any objection to any perceived errors/irregularity for resolution of the Committee on Awards. Any objection not immediately interposed therein is deemed waived.

#### 9.2 Reservations

- a. The City Government of Navotas, through the Committee on Awards, reserves the right to reject any and all bids, to waive any informality found therein or to accept the bid proposal which in its judgment is advantageous to the LGU.
- b. The bidders by submitting their bids warrant and guarantees that the decision of the City Government of Navotas is final and binding.

#### 9.3 Defective Bids

- a. Bids that are not in prescribed form and/or those not accompanied or guaranteed by bid bonds at the time of opening of bids are considered defective bids.

#### 9.4 Withdrawal of Bids

- a. Bidders may be allowed to withdraw a bid tender before the time of opening of the bids. Their bids shall be returned unopened.
- b. After the opening of the bids, no bidder shall be allowed to withdraw his offer.

9.5 Automatic Disqualification. Only bids made in accordance with the conditions embodied in the Invitation to Bid and Instructions to Bidders shall be considered.

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Name of Company / Bidder

## BID FORM

Date: \_\_\_\_\_

To: \_\_\_\_\_

Address: \_\_\_\_\_

We, the undersigned, declared that:

- a. The total price of our Bid for the Unserviceable Property and Equipment of the City Government of Navotas in Philippine Pesos is (please indicate the amount in words and in figures):

\_\_\_\_\_  
\_\_\_\_\_

- b. Schedule of pick-up of items within one (1) month after receipt of Notice to Proceed.

- c. Our Bid shall be valid for a period of one hundred twenty (120) calendar days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted any time before the expiration of that period.

- d. We understood that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us until a formal contract is prepared and executed.

Name: \_\_\_\_\_

In the capacity of (Position): \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign bid for and on behalf of (Company Name): \_\_\_\_\_

Date: \_\_\_\_\_