



National Center for Mental Health

INSTRUCTIONS TO BIDDERS

SALE AND DISPOSAL OF ONE (1) "LOT" OF VARIOUS MATERIALS AND EQUIPMENT CY 2023

(Located at National Center for Mental Health, Nueve de Pebrero St., Mauway, Mandaluyong City)
Attachment to ITB-PA 001-2023

A. Inspection of unserviceable Properties

Unserviceable properties consisting of various equipment, semi-expendables made of plastic, iron and steel and waste materials for sale are available for viewing from **May 26 to 30, 2023** at the NCMH Nueve de Pebrero St., Mauway Mandaluyong City. Prospective bidders are enjoined to observe the minimum health protocols.

B. Schedule of Public Bidding

The public auction/bidding shall be conducted on an "as is, where is" basis by the NCMH Disposal Committee on **May 26, 2023, 9:00 AM** at the **BAC Conference, NCMH Compound.**

C. Qualification of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the NCMH Disposal Committee.

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.

D. Bid Price

A **minimum bid price** of the property has been set in accordance with accounting and auditing rules and regulations in the amount of **FOUR HUNDRED SIX THOUSAND TWO HUNDRED THIRTY- NINE and 44/100 PESOS (Php406,239.44)** respectively.

E. Submission of Bids and Bid Bonds

1. Each bidder shall prepare his bid in the prescribed bid form (**Annex A & Part I – Proposal Form**) including data in support thereof in triplicate copies marked as "original", "second copy" and "third copy". In case of discrepancy among the copies, the original shall govern.
2. The bid shall be contained in a sealed envelope. **All pages of the bid shall be duly signed by the bidder.** Erasures or interlineations should be avoided or duly initialed by the bidder.
3. The bid shall contain the following:
 - a.) Valid and Current Mayor's Permit for Business or Government issued Identification and Barangay Certificate for Individuals.
 - b.) Valid SEC/DTI/CDA Registration Certificate for Business entity
 - c.) Signed Instruction to Bidders;
 - d.) Bid bond in the form of cash/manager's check and should be at least 10% of the minimum bid price offer.
 - e.) Bidder's proposal in the prescribed bid form (**Annex A and Part I – Proposal Form**)

"There is no Health without Mental Health"



4. The bid must be submitted using the company's/firm's personal letterhead (see attached Annex A) to the NCMH Disposal Committee Secretariat, NCMH, Nueve de Pebrero St., Mauway, Mandaluyong City, in a sealed envelope and shall be labeled with **ITB-PA NO. 001-2023, bidder's name, address and contact number**.
5. A Bid Bond amounting to **10% of the minimum bid price offer** in the form of cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the minimum bid price offer and/or without the corresponding Bid Bond shall be disqualified.
6. Deadline of submission of bids is at **1:30 P.M., May 26, 2023**. Bids submitted beyond said deadline shall not be accepted.

F. Opening of Bids

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of the NCMH Disposal Committee Members, Commission on Audit representative and the bidders who chose to attend.
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. An Abstract of Bids shall be prepared by the NCMH Disposal Committee Secretariat for reference

G. Awarding of Bids

1. Award shall be made to the highest complying bidder;
2. In case of a tie or when two or more complying bidders made identical offers, ***public auction viva voce*** between those who made identical bids shall be resorted to add a price not less than the offer bids to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, said award shall be resulted into cancellation of the award and forfeiture of bid bond. The next highest bidder shall be awarded the bid, so forth and so on.

H. Payment

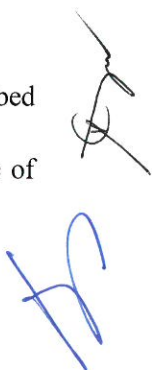
1. One-time payment in cash shall be made within **five (5) working days** from the date of the Notice of Award;
2. An Official Receipt shall be issued by NCMH covering the payment made by the winning bidder; and
3. Failure on the part of the winning bidder to make payment within the prescribed period, shall have the effect of cancellation of the award and forfeiture of bid bond. The next highest bidder shall be awarded the bid, so forth and so on.

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

1. The winning bidder shall be given **seven (7) government working 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, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

J. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of NCMH 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; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period.
2. The Bid Bond shall be returned to the concerned bidder upon the submission of the Certificate of Completion issued by the concerned Material Management Section (MMS) Office.



K. 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/terms and conditions, all bids are below the minimum bid price, only one bidder submitted a bid tender for each lot and, subject to the conditions in Sections G.3 and H.3, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME:

Name and Signature of Bidder's Authorized Representative

Position

Date

