

INVITATION TO BID

SALE OF VARIOUS UNSERVICEABLE SCRAP MATERIALS AND OTHER EQUIPMENT

The **Philippine Center for Postharvest Development and Mechanization (PHilMech)** hereby invites all interested parties to participate in the sale of **various unserviceable scrap materials** at the PHilMech Main Office, CLSU Compound, Science City of Muñoz, Nueva Ecija. Evaluation and award shall be on a per **LOT** basis. These items will be sold to the highest bidder who will pay in cash.

Schedule of Activities

Viewing/Ocular Inspection: **February 5, 2025; 9:00 A.M-3:00 P.M.**
Contact Person: Mr. Jose A. Altona

Deadline for Submission: **February 7, 2025; 10:00 A.M**
Late bids shall not be accepted

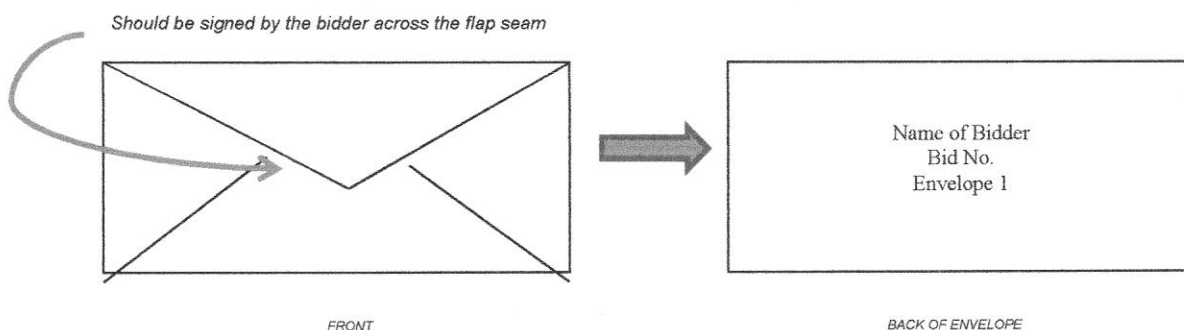
ITEM DESCRIPTION	LOT	APPRAISED VALUE
IT Equipment	1	2,144.67
Laboratory Equipment	2	407.67
Office Equipment	3	6,890.67
Other Equipment	4	6,419.33

Terms, Conditions, Procedures and Guidelines

A. During the Auction

1. The bidder must submit the following documents enclosed in a sealed envelope with bidder's signature across the flap seam:
 - I. Sealed Envelope No. 1 (any size)
 - a. Copy of Updated Mayor's permit
 - b. Copy of BIR Registration
 - c. Copy of DTI registration
 - II. Sealed Envelope No. 2 (any size)
 - a. Properly accomplished and duly signed bid form
 - b. Bidder's bond in the form of cash in the amount equivalent to at least ten (10%) of the Total Bid Offer.

SAMPLE SEALED ENVELOPE FORMAT



Main Office: CLSU, Science City of Muñoz, Nueva Ecija, Philippines
Mobile Nos.: (+63) 917-800-4526/ (+63) 917-813-0852
Email: od@philmech.gov.ph

Liaison Office: 3rd Floor, ATI Bldg., Elliptical Road, Diliman, Quezon City
Email: lo@philmech.gov.ph





2. Bid offers shall be expressed in written words and figures in Philippines Currency. In case of discrepancies, the amount in words shall be considered as the final bid price.
3. The bidder can bid for one or more lots. The Bidder with the highest bid price and whose offer is considered the most advantageous to the agency shall be awarded and declared as the "Winning Bidder", provided the offer shall not be less than the minimum bid/ appraised value set by the PHilMech.
4. Payment for the bid bond of awarded item/s shall be paid at the Cashier's Office (from 8:00am to 5:00pm, Mon to Fri).

B. After the Auction

5. The winning bidders shall be issued a Notice of Award (NOA) for the item/s purchased.
6. Payment for the awarded item/s shall be paid at the Cashier's Office (from 8:00am to 5:00pm, Mon to Fri).
7. Upon submission of the proof of payment (Official Receipt), the winning bidder shall be issued a Gate Pass.
8. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s within **ten (10) government working days** after receipt of the award. Otherwise, a storage fee of One Hundred Pesos (P100.00) per day shall be charged to the winning bidder. Failure to claim/haul the item/s after fifteen (15) days from receipt of the award will result in the cancellation of the award and bidder's bond forfeited.
9. The schedule of hauling/withdrawal/transport of items should be done during office hours (from 9:00A.M. to 3:00 P.M., Mondays to Fridays) and must be coordinated with AD-Property Management Section.
10. All expenses for the hauling of the unserviceable properties shall be for the account of the winning bidder.
11. The PHilMech reserves the right to reject any or all bids without offering any reasons, waive any defect therein and make an award to the bidder whose proposal is most advantageous to the Agency. The PHilMech likewise assumes no obligations for whatever losses that may be incurred by the bidders in the preparation of the bids, nor does it guarantee that the award shall be made.


JERRY F. AVELLANOZA
Chief, Administrative Division

NOTICE/ANNOUNCEMENT

PHILMECH DOES NOT CONDONE ANY FORM OF SOLICITATION FROM ANY PROSPECTIVE BIDDER BY ANY OF ITS STAFF/EMPLOYEE OR BY ANY OTHER PARTY. ANY ACTIVITY OF THIS NATURE MAY BE IMMEDIATELY REPORTED TO THE OFFICE OF THE DIRECTOR OR TO ANY APPROPRIATE LAW ENFORCEMENT AGENCY FOR ENTRAPMENT AND/OR INVESTIGATION.

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Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 272/276;
 Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : U-25-01-01

Please quote your **highest** price on the item/s listed below, subject to the General Conditions on the last page, and submit your quotation duly signed by your representative thru **sealed bid not later than Feb. 7, 2025, 10:00 AM.**

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

Canvasser

~~JERRY F. AVELLANOZA~~
 Chief, Administrative Division

SALE OF UNSERVICEABLE PROPERTIES

LOT	QTY	ITEM	LOCATION	TOTAL
Lot	1	IT EQUIPMENT 36 units Computer Monitor 5 units Desktop Computer 1 unit Dual Speed Hub 1 unit Fax machine 6 units Laptop Computer 6 units LED Modules 3 units Netbook Computer 17 units Notebook Computer 30 units Printer 5 units Scanner 3 units Tablet PC 3 units Uninterrupted Power Supply	"As is where is" Found at AD-Property Management Section	
Lot	2	LABORATORY EQUIPMENT 1 unit Humidity Controller and Data Logger 1 unit Moisture Balance 1 unit Moisture Determination Balance 1 unit Programmable Centrifuge 1 unit Spectrophotometer 1 unit TLC Scanner II 1 unit Cole Parmer Gauge and Regulator 3 units Digital Weighing Scale 1 unit Glass Thermometer 1 unit Hotbox 1 unit Humidity Chamber Access 1 unit Moisture meter 1 unit Stove 1 unit Temperature Controller 1 unit TLC Cabinet	"As is where is" Found at AD-Property Management Section	



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REQUEST FOR QUOTATION

		1 unit Weighing Scale 1 unit AVR		
Lot	3	OFFICE EQUIPMENT 6 units Air Conditioner Unit 1 unit Automatic Spin dryer 1 unit Chiller 3 units Coffee Maker 3 units Copier 3 units AVR 1 unit Chest Freezer 1 unit Electric Kettle 108 units Emergency Light 1 unit Manual Typewriter 1 unit Mini Component 9 units Orbit Fan 3 units Percolator 1 unit Refrigerator 1 unit Speed Queen Top Load 6 units Television Set 3 units Tower fan 1 unit VCD/DVD Laser Player 2 units Washing Machine 3 units Water Dispenser	"As is where is" Found at AD-Property Management Section	
Lot	4	OTHER EQUIPMENT 6 units Angle Grinder 1 unit Centrifugal Pump 2 units Centrifugal High Pressure Fan 1 unit Circular Saw 1 unit Cordless Screw Driver 1 unit Cut Off Saw Machine 14 units Electric Motor 1 unit Electric Wood Planner 1 unit Frequency Generator 1 unit Goulds Shallow Well Pump 1 unit Hammer Drill with Hard Case 1 unit Hand Drill 1 unit Imp Burner Olympia Lt-30 1 unit Oscilloscope 1 unit Oxy Acetylene Tank 1 unit Plastic bag Heat Sealer 1 unit Portable Welding Machine 1 unit Power Sprayer/ Pressure washer 1 unit Seed Distribution Assembly 1 unit Spot welder 3 units Water Pump	"As is where is" Found at AD-Property Management Section	



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REQUEST FOR QUOTATION

Amount in Words: _____

General Conditions

1. Specifications herein provided are the minimum description of the unserviceable properties.
2. Bid offers shall be expressed in written words and figures in Philippine currency. In case of discrepancies, the amount in words shall be considered as the final bid price.
3. The bidder can bid for one or more lots. The Bidder with the highest bid price and whose offer is considered the most advantageous to the agency shall be awarded and declared as the "Winning Bidder", provided the offer shall not be less than the minimum bid/appraised value set by the PHilMech.
4. Quotation must be inclusive of all costs and applicable government taxes, including hauling expenses.
5. Price validity shall be forty-five (45) calendar days from the deadline of submission of quotation.
6. Suppliers shall submit copies of the following documents in support of their bid, to wit:
 - ☐ 6.1 Current Mayor's/Business Permit
 - ☐ 6.2 DTI/SEC Certificate of Registration
 - ☐ 6.3 BIR Certificate of Registration
7. Award of the contract shall be made to the highest complying/responsive bid/offer.
8. The winning bidders shall be issued a Notice of Award (NOA) for the item/s purchased.
9. Payment for the awarded item/s shall be paid at the Cashier's Office (from 8:00am to 5:00pm, Mon to Fri).
10. Upon submission of the proof of payment (Official Receipt), the winning bidder shall be issued a Gate Pass.
11. Withdrawal/hauling of the sold item/s should be done by the winning bidder/s within **ten (10) government working days** after receipt of the award. Otherwise, a storage fee of **One Hundred Pesos (P100.00) per day** shall be charged to the winning bidder. **Failure to claim/haul the item/s after fifteen (15) days from receipt of the award will result in the cancellation of the award and bidder's bond forfeited.**
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13. All expenses for the hauling of the unserviceable properties shall be for the account of the winning bidder.
14. The PHilMech reserves the right to reject any or all bids without offering any reasons, waive any defect therein and make an award to the bidder whose proposal is most advantageous to the Agency. The PHilMech likewise assumes no obligations for whatever losses that may be incurred by the bidders in the preparation of the bids, nor does it guarantee that the award shall be made.

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

Printed name and signature of Authorized Representative

Designation: _____

Company Name: _____

Business Address: _____

TIN: _____

Contact No/s.: _____

Email Address: _____