



National Transmission Corporation

Power Center, Quezon Avenue cor. BIR Road
Diliman, Quezon City

INVITATION TO BID FOR THE SALE OF SCRAP/JUNK ITEMS

"As is, Where is and Clean-up" Basis

Date of Bidding : October 16, 2018

Item No.	DESCRIPTION / LOCATION	Minimum Bid Price
1	One (1) lot, Junk/scrap service vehicle Pick-up, office and general plant equipment, consists of unserviceable/junk/obsolete and discarded computer CPUs, monitors, keyboards, mouse, hard disk drives, printers, laptop computers, switch, router, scanner, Airconditioning systems, facsimile machine, uninterruptible power supply, shredding machine, transceiver radio, digital cameras, dater machine, refrigerator, washing machine, steel cabinet, electric fan, various vehicle parts, tires and other unserviceable/scrap/junk equipments located at TransCo Compound, Power Center, Quezon Avenue, BIR Road, Diliman, Quezon City.	P 101,238.04/ lot

REQUIREMENTS FOR ISSUANCE OF BID DOCUMENTS:

The complete set of Bid Documents shall be issued to bidders upon application and payment of a non-refundable fee of **P500.00 per set**.

Sealed bids in the prescribed form shall be received until **10:00 AM** on **October 16, 2018** at the GSD Conference Room, TransCo Main Building, Quezon Avenue corner BIR Road, Diliman, Quezon City and shall then and there be opened and publicly read.

ALL BIDS MUST BE SUBMITTED WITH THE FOLLOWING:

1. Bid Security in the form of Cash or Manager's Check equivalent to ten percent (10%) of the total Bid Price;
2. 2017 Financial Statement with Income Tax Return of the Bidder (stamped "received" by the BIR or its duly accredited and authorized institutions);
3. EMB-DENR Registration, ECC, Permit to Operate, Discharge Permit (as Treater/Transporter)
3. Duly signed Instruction to Bidders and Terms & Conditions of Sale; and
4. Bidder's Inspection Certificate.

Interested bidders may obtain further information from *Mr. Rogelio M. Mabulay, Jr./Ms. Maribeth T. Javillo* (contact no. 902-1521/902-1500 local 1605) and secure the Bidding Documents and inspect the items for the disposal at the General Services Division, TransCo Main Building, Power Center Complex, BIR Road corner Quezon Avenue, Diliman, Quezon City during 9:00 AM to 5:00 PM.

Issuance of Bid Documents will start on Friday September 21 to October 15, 2018 from 9:00 AM to 5:00 PM.

Pre-bid Conference is scheduled on **October 02, 2018 (Tuesday) /10:00 AM** at the GSD Conference Room, **National Transmission Corporation Main Building, Power Center Complex, BIR Road corner Quezon Avenue, Diliman, Quezon City**. The Corporation reserves the right to reject any or all bids, to waive any formality found therein and to accept such proposals as may be advantageous to its interest.


ATTY. Z. M. M. ATIENZA-FAJARDO *OIC - CSG*
 AVDCO Chairman & Vice President *9/21/18*
 Corporate Services Group



National Transmission Corporation

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September 18, 2018

OFFICE ORDER NO. 2018-428

**SUBJECT : DESIGNATION OF OFFICER-IN-CHARGE, CSG AND
ADMINISTRATION DEPARTMENT**

In the exigency of the service and in addition to her duties and responsibilities, **Ms. ROSSANA F. PAGUIO**, Manager, GSD Division, Administration Department is hereby concurrently designated as Officer-in-Charge of the Corporate Services Group and Administration Department from September 19-21, 2018 or until the return of the Manager Administration Department and the undersigned who are on official travel.

All documents to be signed within the period stated shall be coursed through the Office of the Vice President and the Office of the Manger, Administration Department for document tracking purposes.

This amends Office Order No. 2018-424.

A handwritten signature in black ink, appearing to read "Zita Marie M. Atienza-Fajardo".

ATTY. ZITA MARIE M. ATIENZA-FAJARDO
Vice President, CSG

Cf: Office of the President
Personnel Concerned
COA
ADMINISTRATION DEPT.
HRD
FINANCE DEPT
All VP's



National Transmission Corporation

Instruction To Bidders and Terms & Conditions of Sale

for the **SALE OF VARIOUS SCRAP/JUNK ITEMS**
located at **TransCo Compound, Power Center Complex,**
BIR Road corner Quezon Avenue, Diliman, Quezon City

October 16, 2018 / 10:00 AM
GSD Conference Room

INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS OF SALE

1. INTRODUCTION

- 1.1 The NATIONAL TRANSMISSION CORPORATION, hereinafter referred to as TransCo, will receive bids for the sale of unserviceable materials, supplies and equipment, as described in the Price Quotation Form, on "as is, where is and clean-up" basis.
- 1.2 These are the instructions to bidders for Public Bidding. TransCo may issue special instruction to bidders and may require additional documents.

2. COST OF BID

- 2.1. The Bidder shall bear all costs in the preparation and delivery of their bids and TransCo shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

3. BID DOCUMENTS

- 3.1. Complete set of Bid Documents shall include:
 - 3.1.1. The Invitation to Bid (ITB) which includes the date, time and place of the pre-bid conference (where applicable), submission and opening of bids.
 - 3.1.2. Instruction to Bidders (IB), which includes the Terms and Conditions of Sale.
 - 3.1.3. The Price Quotation Form, which includes the bid offers.
 - 3.1.4. The Bid Security in the prescribed form.
 - 3.1.5. Amendment and/or Addendum on the original bid documents, if any.
 - 3.1.6. Special Instructions, if any.

4. TIME AND PLACE FOR RECEIPT OF THE BIDS

- 4.1. Sealed bids will be received until **10:00 AM on October 16, 2018** at the **GSD Conference Room, TransCo Main Building, Quezon Avenue corner BIR Road, Diliman, Quezon City**, observing subsequent amendment/addendum issued, if any, pertinent thereto at which time all bids received shall be opened and read publicly. Submission of bids after the designated time and date shall no longer be accepted.

5. ELIGIBILITY CRITERIA

- 5.1. Any person, partnership or corporation complying with the prescribed rules and regulations may participate in the sale by public bidding.

6. BIDS TO BE CONSIDERED

- 6.1. Only bids from parties and their authorized representatives who have been duly issued the Bid Documents in accordance with Section 5 hereof shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.

- 6.2. No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.
- 6.3. Parties/companies with pending cases and outstanding obligations with TransCo shall be excluded from the bidding.
- 6.4. Bids submitted without a Bid Security, or bids submitted with materially defective or otherwise unacceptable Bid Security will be rejected outright and returned to the bidder.

7. SUBJECT OF BID

- 7.1. Bids shall be for the sale of the following TransCo-owned materials, supplies & equipment as specified below:

ITEM No.	DESCRIPTION	MINIMUM BID PRICE
1	One (1) lot, Junk/scrap service vehicle Pick-up, office and general plant equipment, consists of unserviceable/junk/obsolete and discarded computer CPUs, monitors, keyboards, mouse, hard disk drives, printers, laptop computers, switch, router, scanner, Airconditioning systems, facsimile machine, uninterruptible power supply, shredding machine, transceiver radio, digital cameras, dater machine, refrigerator, washing machine, steel cabinet, electric fan, various vehicle parts, tires and other unserviceable/scrap/junk equipments located at TransCo Compound, Power Center, Quezon Avenue, BIR Road, Diliman, Quezon City.	P 101,238.04/ lot

- 7.2. The above properties shall be sold on an "AS IS, WHERE IS and CLEAN-UP" basis.

8. BIDDING INFORMATION

- 8.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed in the pre-bid conference and in the official announcement of bid results.

9. PREPARATION OF BIDS

- 9.1. Each bidder shall prepare his bid in the prescribed Price Quotation Form including data in support thereof in duplicate copies marked as "Original" and "Second Copy". In case of discrepancy among the copies, the original shall govern.

- 9.2. The bids shall be contained in two envelopes:

A. First (1st) Envelope:

- i) Latest Financial Statement with Income Tax Return of the bidder (stamp-receipt by the BIR).
- ii) EMB-DENR Registration, ECC, Permit to Operate, Discharge Permit (as Treater/Transporter)
- iii) Duly signed Instruction to Bidders and Terms & Conditions of Sale
- iv) Bidder's Inspection Certificate

B. Second (2nd) Envelope:

- i) corresponding Bid Security
- ii) bidder's proposal in the prescribed Price Quotation Form

- 9.3. Each envelope should be securely sealed, marked and addressed to as follows:

THE CHAIRMAN
Asset Valuation and Disposal Committee (AVDCO)
National Transmission Corporation
Power Center, Quezon Avenue cor. BIR Road
Diliman, Quezon City

- 9.4. The Bid Price offered must be on an individual "lot" basis. A bidder can bid on any single lot or all the lots as described on Section 7 hereof.

10. BID CURRENCY

- 10.1. In all bids, prices shall be expressed in written words and figures in Philippine Currency. In case of discrepancies between prices in words and figures, the prices in words shall be considered as the bid price.

11. VALIDITY OF THE PROPOSAL

- 11.1. A bid will be deemed valid for a period of sixty (60) days as stated in the Price Quotation Form. A Bid with a shorter validity period shall not be considered.
- 11.2. The TransCo may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing or fax or e-mail.

12. BIDDER'S EXCEPTIONS

- 12.1. It is the desire of TransCo to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents should, within ten (10) calendar days before the date set for the opening of bids, communicate such clarifications, deviations or exceptions in writing to TransCo, giving the reasons therefore.
- 12.2. If the clarifications, deviations or exceptions are acceptable to TransCo, an Amendment/Addendum will be issued for the general information of all prospective bidders.

13. AMMENDMENT/ADDENDA AND BID BULLETINS

- 13.1. TransCo shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an addendum/addenda, and copies will be furnished to all prospective bidders.
- 13.2. In consideration of its best interest, TransCo may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.
- 13.3. All amendment/addendum shall be posted in the TransCo website(www.transco.ph) and conspicuous place within the premises of TransCo. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by TransCo.

14. BID SECURITY

- 14.1. Each bidder shall submit with his bid a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash or manager's check payable to the National Transmission Corporation, and/or combination thereof.
- 14.2. A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.
- 14.3. Upon determination of the highest calculated responsive bidder, the AVDCO shall return outright the bid security of the other bidders without interest.
- 14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.
- 14.5. The Bid Security of the winning bidder shall be converted into a Performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provisions of the Letter of Award/Release Order/Contract have been met by the awardee.

15. SUBMISSION AND OPENING OF BIDS

- 15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Section 4. After the time set for bid opening, the AVDCO Chairman will open and read the bids at the presence of the bidders or their authorized representatives.
- 15.2. Offers received after the time set for bid opening will not be accepted.

16. DEFECTIVE BIDS

- 16.1. At the time of opening of bids, a bid shall be considered defective in any of the following cases:
 - a) not in the prescribed form (e.g. unsigned bids);
 - b) not accompanied or guaranteed by a bid security;
 - c) with insufficient bid security;
 - d) no EMB-DENR Registration, ECC, Permit to Operate, Discharge Permit (as Treater/Transporter)
 - e) not accompanied by a duly accomplished Bidder's Inspection Certificate;
 - f) with a validity period less than that required

17. WITHDRAWAL OF BIDS

- 17.1. A bidder may be allowed to withdraw his Bid before the time of opening of bids. His bid shall be returned unopened.
- 17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

18. RESERVATION CLAUSE

- 18.1. TransCo reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of TransCo to explain the reasons thereof.

19. ACCEPTANCE OF THE BID

- 19.1. The Bidder whose bid is the highest, responsive or complying bid on each of the individual items/lots and which is most advantageous to the TransCo shall be declared the Successful Bidder for that particular item/lot.
- 19.2. The Successful Bidder/Bidders must signify its consent to enter into the Contract within five (5) days from receipt of the written notice from TransCo.

20. FAILURE OF BIDDING

- 20.1. AVDCO shall declare the bidding a failure in any of the following cases:
 - a. There is no qualified bidding participant;
 - b. Only one (1) bidder submitted a Bid Tender for each item or lot;
 - c. All bidders failed to comply with the terms and conditions prescribed in the IB;
 - d. Complying bidders failed to meet the minimum bid price.

21. AWARD OF CONTRACT

- 21.1. Award shall be made to the highest complying bidder.
- 21.2. Contract/Letter of Award shall be issued to the successful bidder after approval of the concerned approving authority per TransCo Manual of Approvals.
- 21.3. No transfer and/or assignment of award/contract shall be allowed.
- 21.4. The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of TransCo if the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.

22. PAYMENT

- 22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to the National Transmission Corporation, and/or combination thereof, within seven (7) days upon receipt/acknowledgement of the Letter of Award / Contract.
- 22.2. No other form of payment shall be accepted.
- 22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of TransCo.

23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

- 23.1. After payment of the awarded items, the awardee shall withdraw the MSE within the required period as stipulated in the Release Order. Otherwise, the awardee shall pay the corporation the corresponding storage fee equivalent to one-tenth of one percent (1%) of the price of the unwithdrawn items, or P100.00 per day of delay, whichever is higher but not to exceed ten percent (10%) of the total amount of the Award.
- 23.2. Once the cumulative amount of storage fee reaches ten percent (10%) of the total amount of the Award, AVDCO may rescind/cancel the Award, forfeit the Bid Security, and impose other appropriate sanctions as penalty.

- 23.3. The actual release/withdrawal of awarded items shall only be made during regular office hours and shall be witnessed by the Property Custodian, representatives of AVDCO, Commission on Audit (COA) and the Chief Security Officer who shall affix their signatures on the "Release Order" (RO).
- 23.4. Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

24. TAXES, CUSTOMS DUTIES, COSTS OR CHARGES

- 24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied by law, arising from the sale of the items.
- 24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID TERMS AND WAIVER OF RIGHTS TO ENJOIN PROTEST

- 25.1. The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by TransCo and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against TransCo, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract.

CONFORME:

Printed Name of Bidder/Business Name

Printed Name & Signature of the Authorized Representative/Date Signed

Complete Business Address

(Tax Identification No.)

Contacts Nos. (Mobile and/or Landline)

Date

PRICE QUOTATION FORM

THE CHAIRMAN

Asset Valuation and Disposal Committee
National Transmission Corporation

Sir/Madam:

In response to your notice of sale and in accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for the sale of various unserviceable office equipment, general plant equipment (GPE), scrap metals and other junk materials as described in Section 7 thereof, to be bidded at **10:00 AM on October 16, 2018** at the GSD Conference Room, TransCo Main Building, Quezon Avenue corner BIR Road, Diliman, Quezon City, hereunder is/are my bid offer(s):

Item No.	Items/Description	Minimum Bid Price	BID OFFER (in words and in figures)
1	One (1) lot, Junk/scrap service vehicle Pick-up, office and general plant equipment, consists of unserviceable/junk/obsolete and discarded computer CPUs, monitors, keyboards, mouse, hard disk drives, printers, laptop computers, switch, router, scanner, Airconditioning systems, facsimile machine, uninterruptible power supply, shredding machine, transceiver radio, digital cameras, dater machine, refrigerator, washing machine, steel cabinet, electric fan, various vehicle parts, tires and other unserviceable/scrap/junk equipments located at TransCo Compound, Power Center, Quezon Avenue, BIR Road, Diliman, Quezon	₱ 101,238.04/ lot	

I have actually seen and inspected the above items and my bid(s) is/are based on my own estimate. The above offers shall be valid for sixty (60) days. Enclosed is the required Bid Security in the amount of ₱ _____ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

Name of Bidder/Business Name

Complete Business Address

Name & Signature of the Authorized Representative/Date

Tax Identification No.

Contact Nos. (Mobile and/or landline)

ASSET VALUATION AND DISPOSAL COMMITTEE
National Transmission Corporation

BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items/materials which are subject for public bidding to be conducted on **October 16, 2018** at its present location, to wit:

ITEM NO.	ITEM / DESCRIPTION	LOCATION
1	One (1) lot, Junk/scrap service vehicle Pick-up, office and general plant equipment, consists of unserviceable/junk/obsolete and discarded computer CPUs, monitors, keyboards, mouse, hard disk drives, printers, laptop computers, switch, router, scanner, Airconditioning systems, facsimile machine, uninterruptible power supply, shredding machine, transceiver radio, digital cameras, dater machine, refrigerator, washing machine, steel cabinet, electric fan, various vehicle parts, tires and other unserviceable/scrap/junk equipments	TransCo Compound, Power Center, Quezon Avenue, BIR Road, Diliman, Quezon

Inspection of the above items/materials was conducted on _____ in the presence of the authorized end-user representative.

(Signature Over Printed Name of Bidder)

INSPECTION ATTESTED BY:

Signature over Printed Name
Authorized End-user Representative