



REPUBLIC OF THE PHILIPPINES
NATIONAL PRINTING OFFICE


📍 EDSA Corner NIA North Road, Diliman, Quezon City ✉ yeswecanpo.nic@gmail.com 📘 facebook.com/OfficialNPO

INVITATION TO BID
FOR THE DISPOSAL BY SALE OF
UNSERVICEABLE MACHINERY AND WASTE MATERIALS

The National Printing Office hereby invites interested bidders to participate in the public bidding for the **Disposal by Sale of Unserviceable Machinery and Waste Materials**.

Please quote your highest offer price in the item/s indicated below. Submit the duly accomplished bids on or before **13 September 2021**.

Description	Floor Price
One (1) Lot Unserviceable Machinery (Annex "A")	Php 180,000.00
One (1) Lot Various Waste Materials (Annex "B")	Php 15,000.00

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- Bids received lower than the Floor Price for each item shall be rejected at bid opening.
 - The complete set of Bidding Documents may be acquired by interested bidders from **1 September 2021 to 3:00 PM on 10 September 2021** after payment of the applicable fee of **Php 300.00 for each lot**. Interested bidders may obtain further information from the Disposal Committee.
 - In view of the health and safety protocols being implemented by the NPO Management, the opening of sealed bids shall be conducted through video conferencing and/ or face-to-face, if warranted. Hence, participating bidders are required to submit the name, contact information and email addresses of the authorized representatives to be used for the video conferencing to the Disposal Committee npo.disposalcomm@gmail.com at least 1 day before the opening of sealed bids. Moreover, only one account or authorized representative from the participating bidder shall be granted access to the video conferencing proceedings.
 - The bids must be duly signed by your authorized representative and submit together in a separate sealed envelope the Requirements (Certified Copy/ Certified True Copy) to the Disposal Committee Secretariat on or ***before 13 September 2021 not later than 4:00 PM at the Supply & Property Section***. Said proposals will be opened in the presence of the bidder's representatives who choose to attend through video conferencing via Zoom and/ or face-to-face, if warranted.
 - Place your bids together with the corresponding bid bond (at least 10% of the floor price) in a sealed envelope.
 - **Opening of sealed bids and requirements will be on 14 September 2021 at 10:00 AM at Financial Management Division Conference Room, 3rd Floor.** Bids will be opened in the

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Office of the Director (02) 925-2187 / 925-2189 (Telefax) • Administrative Division (02) 925-2182 • Production Planning and Control Division (02) 925-2186 (Telefax)
Sales and Marketing Division (02) 925-2190 / 925-2197 (Telefax) • Official Gazette Publication (02) 928-6257

presence of the bidder's representatives who choose to attend online through Zoom and/ or face-to-face if warranted, the link of which shall be provided on the date of said bid opening.

- The **National Printing Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
- For further information, please refer to:

DISPOSAL COMMITTEE SECRETARIAT
National Printing Office
EDSA Corner NIA North Road,
Diliman, Quezon City
Telephone No.: 8928-6563



FLORANTE M. FADUL
Chairman, Disposal Committee

INSTRUCTIONS TO BIDDERS/ TERMS AND CONDITIONS

DATE OF OPENING OF SEALED BIDS: SEPTEMBER 14, 2021, 10:00 AM, AT THE FINANCIAL MANAGEMENT DIVISION CONFERENCE ROOM, 3RD FLOOR, EDSA CORNER NIA NORTH ROAD, DILIMAN, QUEZON CITY.

RE: DISPOSAL BY SALE OF UNSERVICEABLE MACHINERY AND WASTE MATERIALS

A. Inspection of Unserviceable Machinery and Waste Materials

Unserviceable Machinery and Waste Materials for sale are available for viewing from September 6 to 10, 2021, at EDSA corner NIA North Road, Diliman, Quezon City (Old Composing Division and Photolithographic Division, 1st Floor; Finishing Division, 2nd Floor).

A copy of the list of unserviceable machinery and waste materials for disposal is hereto attached as a reference provided for the prospective bidders during the inspection. (see Annexes "A" and "B")

B. Bid Documents

Complete set of Bid Documents shall include:

1. Invitation to Bid for the Disposal by Sale of Unserviceable Machinery and Waste Materials;
2. Instruction to Bidders/ Terms and Conditions;
3. Description/ List of Items for sale (see Annexes "A" and "B");
4. Prescribed Bidding Forms, including Price Quotation Form;
5. Amendment and/ or Addendum on the original bid documents, if any.
6. Special instructions, if any.

C. Schedule of Public Bidding

The public bidding shall be conducted on an "AS-IS, WHERE-IS, CLEAN-UP" basis by the NPO Disposal Committee on September 14, 2021, at the Financial Management Division Conference Room, 3rd Floor.

D. Preparation of Bids

Bidders shall prepare their bids using the forms specified in this Bidding Documents and submit two (2) separate sealed bid envelopes which shall be submitted simultaneously. The first shall contain the Certified Copy/ Certified True Copy of the eligibility and technical components of the bid marked "ORIGINAL- TECHNICAL COMPONENT" and the second shall contain the original financial component of the bid marked "ORIGINAL- FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID". Each bidder shall submit one (1) Certified Copy/ Certified True

Copy of the first and second components of the bid marked "COPY- TECHNICAL COMPONENT" and "COPY- FINANCIAL COMPONENT" and the outer envelope marked "COPY", respectively. In case of a discrepancy among the copies, the original shall govern.

The bids shall be contained in two envelopes:

1. First (1st) envelope shall contain the following eligibility documents:
 - a. Registration Certificate (DTI or SEC Registration);
 - b. Latest and valid Mayor's Permit (A prospective bidder's business as stated in the Mayor's Permit should at the very least be similar to the project to be bid.);
 - c. Latest Audited Financial Statement (FS) with the corresponding Income Tax Return (ITR) stamped "received" by the Bureau of Internal Revenue (BIR) or duly accredited and authorized institution with any of the following as proof of payment:
 1. Electronic Filing and Payment System (EFPS) confirmation receipt
 2. Bank-issued payment confirmation receipt
 3. BIR payment confirmation receipts/ status;
 - d. Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public bidding);
 - e. Proof of Vehicle Ownership (LTO Certificate of Registration (CR) and Official Receipt (OR)) with attached photos showing the Plate Number/s; and
 - f. Duly signed Instruction to Bidders/ Terms and Conditions.
2. Second (2nd) envelope shall contain the following financial documents:
 - a. Fully accomplished and duly signed Price Quotation Form; and
 - b. Bid Bond (At least 10% of the floor price)
3. Each envelope shall be securely sealed, marked, and addressed as follows:

TO: THE CHAIRMAN
Disposal Committee
National Printing Office
EDSA Corner NIA North Road,
Diliman, Quezon City

FROM: <NAME OF BIDDER>
<ADDRESS OF BIDDER>
4. The Bid Price offered must be on an individual "Lot" basis. A bidder can bid on any single lot or all lots.



- a. If the items are being sold by lots, the bidders shall submit bid offer for different lots in separate envelopes.
- b. If the items are being sold by lots and all lots where interested bidders may offer a bid for each lot or a single bid for all lots, the bid offer shall be submitted on only one envelope.

E. Submission of Bids and Requirements

1. The Bids (Original Copy) must be submitted together in a separate sealed envelope the requirements (Certified Copy/ Certified True Copy) to the Disposal Committee.
2. A Bid Bond per lot, as the case may be, amounting to **at least 10% of the floor price** in the form of Cash, Cashier's/Manager's Check, must be submitted and placed inside the sealed envelope together with the bids. Bids submitted below the floor price and/ or without the corresponding Bid Bond shall be disqualified.
3. Deadline for submission of bids is on or **before 13 September 2021 not later than 4:00 PM.** Bids submitted beyond said deadline shall not be accepted.

F. Opening of Bids

1. The opening of bids shall be at **10:00 AM of September 14, 2021, at the Financial Management Division Conference Room, 3rd Floor, Edsa Corner NIA North Road, Diliman, Quezon City.** Bidders or their duly authorized representative/s may witness the proceedings.
2. Bids submitted cannot be changed or withdrawn after the deadline of submission of bids.
3. Bids shall be publicly opened in the presence of a representative from the Commission on Audit (COA).
4. An Abstract of Bids shall be prepared by the Disposal Committee setting forth the names of those who responded to the RFQ, their corresponding bids.

G. Award of Contract

1. Bidders may be required to present the originals of the Eligibility Requirements for post-qualifications.
2. Award shall be made to the highest complying bidder.
3. The Notice of Award (NOA) shall be issued to the winning bidder after the approval of the Head of the Agency.
4. The Notice of Award (NOA) shall be received within **five (5) working days** upon proper notification of the winning bidder. In case the winning bidder fails to receive the Notice of Award (NOA) within the prescribed period, the award shall be revoked/canceled. The next highest bidder shall be awarded the bid.



H. Payment

1. One-time payment in cash shall be made within **five (5) working days** upon receipt of the Notice of Award.
2. An Official Receipt shall be issued by the NPO covering the payment made by the winning bidder.
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be penalized through the cancellation of the award and forfeiture of the bid bond.

I. Pick- up/ Hauling of the Unserviceable Machinery and Waste Materials by the Winning Bidder

1. The winning bidder shall be given **five (5) working days** from the receipt of the Notice to Proceed (NTP), to pick- up and haul the property.
2. Expenses incidental to the pick-up/ hauling of the property shall be defrayed by the winning bidder.
3. Pick-up/ hauling shall be done in the presence of duly authorized representatives of the Disposal Committee, Commission on Audit (COA), NPO Workers Association (NAPOWA), and NPO Security.
4. In case the winning bidder fails to complete the pick-up/ hauling of the property within the prescribed period, a penalty of one-tenth (1/10) of one percent of the floor price for every day of delay shall be imposed.
5. The person or people authorized by the winning bidder to pick- up and haul the properties shall be their bona fide employee/s.
6. The winning bidder shall always observe and maintain cleanliness in the work area at all times. In any case of negligence or carelessness, the winning bidder shall be held liable for any damage they may cause during pick-up and hauling.
7. The winning bidder shall own at least two (2) truck units with the capacity to accommodate heavy loads of disposable properties. Hence, the winning bidder must present corresponding proof of vehicle ownership.

I/ WE AGREE TO THE FOLLOWING:

NAME OF COMPANY/ BIDDER

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE:



One (1) Lot Unserviceable Machinery

Item No.	Particulars/ Articles	Qty.
1	Fuji Digital Printing Machine Full Color	1
2	Automatic Plate Processor IMAF	1
3	Platemaking Equipment Horizontal	1
4	Seybold Cutting Machine	1
5	Backing Machine	1
6	Sewing Machine (Singer)	1



One (1) Lot Various Waste Materials

Item No.	Particulars/ Articles	Unit	Qty.
Unserviceable Properties			
1	Various Aluminum Plate	lot	1
2	Hall Accordion Door (Open type), Basement Service Elevator	set	1
3	Power Supply 24VDC, from Freight Elevator 2	unit	1
4	Refrigerant	pc.	4
5	Used water faucet and bidet spray	box	1
6	Various used bulbs	lot	1
7	Various used inks and toners	lot	1
8	Various used machine spare parts	lot	1
9	Various used photocopying machine spare parts	lot	1
10	Various used rubber rollers	lot	1
11	Various used vehicle spare parts	lot	1



PRICE QUOTATION FORM

Bidder's Company Name: _____

Address: _____

Contact Number: _____

To: DISPOSAL COMMITTEE
National Printing Office
EDSA Corner NIA North Road,
Diliman, Quezon City

Gentlemen and/or Ladies:

We/I, the undersigned, offer to purchase the item/s listed below in conformity with the Instructions to Bidders/ Terms and Conditions:

ITEMS FOR DISPOSAL	MINIMUM FLOOR PRICE	BID PRICE (in Words and Figures)
One (1) Lot Unserviceable Machinery (Annex "A")	Php 180,000.00	

Dated this _____ of _____ 2021

Signature over Printed Name

in my capacity as _____

Duly authorized to sign the Quotation for and on behalf of _____
Name of Company

Complete Address

Tax Identification Number



PRICE QUOTATION FORM

Bidder's Company Name: _____

Address: _____

Contact Number: _____

To: DISPOSAL COMMITTEE
National Printing Office
EDSA Corner NIA North Road,
Diliman, Quezon City

Gentlemen and/or Ladies:

We/I, the undersigned, offer to purchase the item/s listed below in conformity with the Instructions to Bidders/ Terms and Conditions:

ITEMS FOR DISPOSAL	MINIMUM FLOOR PRICE	BID PRICE (in Words and Figures)
One (1) Lot Various Waste Materials (Annex "B")	Php 15,000.00	

Dated this _____ of _____ 2021

Signature over Printed Name

in my capacity as _____

Duly authorized to sign the Quotation for and on behalf of _____

Name of Company

Complete Address

Tax Identification Number

