



INVITATION TO BID (ITB)  
DISPOSAL BY SALE OF PAPER TRIMMINGS

1. The National Printing Office ("NPO") through the Disposal Committee (DC), invites all interested bidders to participate to the auction of the **DISPOSAL BY SALE OF PAPER TRIMMINGS** under the following floor prices:

ITEM/DESCRIPTION	Estimated No. of Kilograms Per Year	FLOOR PRICE	
		Per Kilogram	Total
Bond Paper, Book Paper and Paper Board Trimmings (White)	12,000	₱ 13.15	₱ 157,800.00
Paper Trimmings including Carbonless Paper (Assorted Color)	96,000	₱ 2.25	216,000.00
<b>TOTAL</b>	<b>108,000</b>		<b>₱ 373,800.00</b>
<i>The prices quoted for the above items are fixed throughout the contract period of one (1) year, except in the event of an unexpected material price increase, which may be noted. Should there be price changes, the contracted party will be formally informed in writing.</i>			

2. The auction will be conducted through Public Auction on an "AS IS, WHERE-IS BASIS" and will be awarded to the Highest Bidder per lot/kilo.
3. Prospective bidders may inspect the items from **July 17-24, 2025, 9:00 a.m. to 3:00 p.m.** at the National Printing Office, EDSA Corner NIA North Road, Diliman, Quezon City.
4. A complete set of Bid Proposal Form and Instruction to Bidders (ITB) may be acquired by interested bidder from **July 17-24, 2025 from 09:00 a.m. to 03:00 p.m.** at 3F National Printing Office, EDSA Corner NIA North Road, Diliman, Quezon City, and upon payment of applicable fee of One Thousand Pesos (PHP 1,000.00).
5. Bids must be duly received by the Disposal Committee Secretariat through manual submission at the office address below on or before **July 25, 2025, 1:00 p.m.**
6. All bids must be accompanied by a bid bond equivalent to 10% of the total bid amount in accordance with the acceptable forms, in a properly marked and sealed envelope.
7. Bid opening shall be on **July 25, 2025 at 2:00 p.m.** at the **John Sylvannus Training Room**. Bids shall be opened in the presence of the Bidder or its authorized representatives. Late bids shall not be accepted.
8. NPO reserves the right to accept or reject any bid, to annul the bidding process and to reject all bids at any time prior to the contract award, without thereby incurring any liability to the affected bidder or bidders.
9. For further information, please refer to:

**Disposal Committee Secretariat**  
3F National Printing Office  
EDSA Corner NIA North Road  
Diliman, Quezon City.  
Contact Number: 8928-5020  
Date of Issue: July 17, 2025

  
**ATTY. RUTH MAUREEN C. RILLON**  
Chairperson, Disposal Committee





## INSTRUCTIONS TO BIDDERS (ITB)

### 1. INSPECTION OF PAPER TRIMMINGS

The Paper Trimmings consisting of scrap and waste papers from the printing of accountable and non-accountable forms standard forms for sale, available for inspection on **July 17-24, 2025, 9:00 a.m. to 3:00 p.m.** at the National Printing Office, EDSA Corner NIA North Road, Diliman, Quezon City.

### 2. QUALIFICATIONS OF BIDDERS

Natural and juridical persons, associations, partnerships, or corporations with the legal capacity and compliant with the prescribed rules and regulations may participate in the public auction, subject to the submission of documentary requirements of the auction process.

Duly authorized representative, if any, shall submit a certification issued by the President/General Manager/Owner of the Firm or Company, as may be applicable, authorizing him/her to speak for, sign and submit bids in behalf of the Owner of Officers of the Company.

### 3. FLOOR PRICE

The floor price has been set in accordance with the current market price per kilogram of the scrap/paper trimmings. The highest bidder shall be construed as the winning bidder. Contract shall be executed for this purpose, for the period of one (1) year immediately upon the signing of contract.

The winning bidder shall use the weighing scale of NPO in order to determine the actual amount to be paid on this bid. The Commission on Audit (COA) shall be present during the actual weighing of the scrap/paper trimmings for transparency purposes.

### 4. TIME AND PLACE FOR RECEIPT OF BIDS

Sealed envelope must be duly manually received by the Disposal Committee Secretariat on or before **July 25, 2025, 1:00 p.m.** at the office address.

### 5. ACCOMPLISHMENT OF BIDS

The bids shall be comprised of the eligibility or technical component and the financial component. Each bidder shall submit one (1) copy of the technical and financial component of its bid.

The bidder shall submit the first component in one sealed envelope marked "TECHNICAL COMPONENT", while the second component in another sealed envelope marked "FINANCIAL COMPONENT". Both envelopes shall then be enclosed in one single and/or mother envelope, with the inner envelopes (1st and 2nd components), properly labeled, sealed and signed by the bidder or its authorized representative.

The **first envelope** shall contain the eligibility documents or the "Technical Components" of its Bid, Certified True Copy of the Original:

- Registration Certificate (Department of Trade and Industry or Securities Exchange Commission Registration);
- Environmental Compliance Certificate or its equivalent certification from the Local Government Unit (LGU) where the business is located;
- Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the public auction);
- Proof of vehicle ownership (LTO Certificate of Registration (CR) and Official Receipt (OR) with attached photos showing the Plate Number/s; and
- Duly signed Instruction to Bidders.

The **second envelope** shall contain the "Financial Components" of its Bid, Certified True Copy of the Original:

**One NPO, Our NPO, Yes we caN PO!!!**



- a. Duly accomplished and signed Bid Proposal Form; and
- b. Bid bond in any acceptable forms equivalent to 10% of the total bid price.

Each envelope shall be securely sealed, marked and addressed as follows:

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

FROM: <NAME OF BIDDER>  
 <ADDRESS OF BIDDER>

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 the bidder is interested in all lots, the bid offer shall be submitted in only one (1) envelope.

Any erasures or interlineations shall be avoided or duly initialed by the bidder.

#### 6. BID BOND

- a. Each bidder shall submit a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash, manager's check, or cashier's check to the National Printing Office (NPO). In cases where the payment is made electronically, proof of electronic payment for the Bid Security shall be allowed.
- b. A bid submitted without the 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.
- c. Upon determination of the highest calculated responsive bidder, the NPO shall return outright the Bid Security of the other bidders without interest.
- d. 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 Notice of Award/Contract, within seven (7) calendar days after receipt of the written advice.
- e. The Bid Security of the winning bidder shall be considered as partial payment and the difference between such payment and the offered bid price shall be paid in form of cash, cashier's check/manager's check.

#### 7. ADDENDA TO SPECIFICATIONS

- a. NPO 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, any copies will be furnished to all bidders.
- b. In consideration of its best interest, the NPO may postpone the opening of bids to a later date. In such any case, the addendum to be issued will include an announcement of the new date for the opening of bids.
- c. Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided in the Letter of Transmittal or by e-mail prior to the opening of bids.
- d. Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid, which could result in the rejection of bid.

#### 8. DEFECTIVE BIDS

At the time of opening of bids, a bid shall be considered defective in any of the following cases:

- a. Unsealed and unmarked bid envelopes;
- b. Bid envelopes that are not properly sealed and marked as required in the bidding documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The Disposal Committee shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening;
- c. Not accompanied by the required Bid bond;
- d. Lacking in any required bidding documents.

## 9. WITHDRAWAL OF BIDS

- a. A bidder may be allowed to withdraw his/her Bid before the time of opening of bids. Such bid shall be returned unopened.
- b. After the opening of the bids, no bidder shall be allowed to withdraw an offer.

## 10. OPENING OF BIDS

- a. All bids shall be opened by the Disposal Committee on **July 25, 2025 at 2:00 p.m. at the John Sylvannus Training Room, 3<sup>rd</sup> Floor NPO Building, EDSA Corner NIA North Road, Diliman, Quezon City.**
- b. After the time set for bid opening, the NPO Disposal Committee will open and read the bids in the presence of the bidders or their authorized representatives and Commission on Audit representative.
- c. Offers submitted by the bidder or their authorized representatives received after the time set for bid opening will not be accepted.
- d. An Abstract of Bids shall be prepared by the Disposal Committee setting forth the names of those who responded and their corresponding bids, and signed by the members of the Disposal Committee.
- e. Any bid below the minimum bid price, shall be automatically disqualified.

## 11. RESERVATION CLAUSE

The NPO 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 the NPO to explain the reasons thereof.

## 12. ACCEPTANCE OF THE BID

- a. 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 NPO shall be declared the Successful Bidder for that particular item/lot.
- b. The Successful Bidder/s must signify its consent to enter into a contract within five (5) days from the receipt of the written notice from the NPO.

## 13. FAILURE OF BIDDING

The NPO shall declare the bidding failure in any of the following cases:

- a. No auctions were received.
- b. All bidders failed to comply with the Instruction to Bidders prescribed in the Invitation to Bid.
- c. In case of failed first public auction, a re-auction shall be scheduled. In case of failure on the second auction, the Disposal Committee may dispose the paper trimmings through a negotiated sale.

## 14. AWARD OF CONTRACT

- a. Award shall be made to the highest complying bidder.
- b. In case of deferment of award, a temporary receipt shall be issued by the NPO to acknowledge the submission of Bid bond. Once the Disposal Committee completes the deliberations and determined the winning bidder, Bid Bond of the losing bidders shall be returned upon presentation of the receipt immediately after the awarding of the winning bidder. Deferment of award shall not exceed five (5) working days from the date of the opening of bids.
- c. Contract/Notice of Award (NOA) shall be issued to the winning bidder after the approval of the NPO Director.
- d. No transfer and/or assignment of Award/Contract shall be allowed.
- e. The Award shall be cancelled, rendered ineffective and the Bid Security forfeited in the favor of the NPO if the winning bidder fails to secure, sign, or acknowledge the Notice of Award/Contract, within seven (7) calendar days after receipt of written advice. The next highest bidder shall be awarded the bid.

## 15. PAYMENT

- a. Upon determination of the winning bidder, the Bid bond shall be considered as partial payment and the difference between such payment and the offered bid shall be paid in the form of cash or cashier's check/manager's check directly to and in favor of



the National Printing Office (NPO). Full payment for the purpose shall be made within five (5) working days from the date of the notice of award.

- b. No other form of payment shall be accepted.
- c. Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the bid bond.

16. CLAIMING OF AWARD

- a. One (1) year contract to purchase and haul all the scrap paper consisting of paper trimmings at the same price quoted and won by the bidder/s.
- b. The buyer shall defray all expenses to be incurred in connection with the execution of the bill of sale including notarial and registration fees and such other fees and expenses that may be necessary for the validity of the instrument and/ or others that may be executed to implement the terms and conditions of the sale.
- c. Segregation, weighing, and bundling shall be done in the presence of duly authorized representatives of NPO, NAPOWA, Committee on Disposal and the Commission on Audit (COA).
- d. Removal and hauling of the Paper Trimmings shall be immediately undertaken on the same day after weighing and payment. The person or people authorized by the winning bidder to bundle, remove, haul and take delivery of disposable papers under this contract shall be bona fide employee/s of the winning bidder.
- e. The NPO weighing scale shall always be utilized in weighing the Paper Trimmings.
- f. The removal, hauling/taking after weighing of disposable papers including waste/garbage, shall be done as the need arises, to commence upon receipt of the Notice to Proceed (NTP).

CONFORME:

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Printed Name of Bidder or Authorized Representative/Business Name



Republic of the Philippines  
National Printing Office  
**DISPOSAL COMMITTEE**



**BID PROPOSAL FORM**

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No: \_\_\_\_\_  
TIN No: \_\_\_\_\_  
Contact No: \_\_\_\_\_

Please quote your best offer most beneficial to the National Printing Office (“NPO”) for the items described below, subject to the terms and Conditions specified at the dorsal portion of this Request for Quotation.

ITEM/DESCRIPTION	Estimated No. of Kilograms Per Year	FLOOR PRICE	
		Per Kilogram	Total
Bond Paper, Book Paper and Paper Board Trimmings (White)	12,000	P	P
Paper Trimmings including Carbonless Paper (Assorted Color)	96,000		
<b>TOTAL</b>	<b>108,000</b>		P
<i>The prices quoted for the above items are fixed throughout the contract period of one (1) year, except in the event of an unexpected material price increase, which may be noted. Should there be price changes, the contracted party will be formally informed in writing.</i>			

Open quotations and submission of complete requirements shall be made **July 25, 2025, at 1:00 P.M.** to the Disposal Committee Secretariat at 3F National Printing Office, EDSA Corner NIA North Road, Diliman, Quezon City.

**ATTY. RUTH MAUREEN C. RILLON**  
Chairperson, Disposal Committee *off*