

## BID FORM

GRAND TOTAL OF BIDDER OFFER: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Business License: \_\_\_\_\_

Tax Payer's identification No. \_\_\_\_\_

Government Issued ID presented \_\_\_\_\_

### TERMS AND CONDITIONS:

1. All bids must be accompanied by a deposit of at least 20% of the total bid offer in the form of Cash. Manager's or Cashier's checks. Sealed bids shall be dropped at the drop box located at the Department of Tourism National Capital Region Office, General Services Unit at 2<sup>nd</sup> Floor, New DOT Building, 351 Senator Gil Puyat Avenue, Makati City.

*Duly addressed to:*

**INVENTORY AND DISPOSAL COMMITTEE  
DEPARTMENT OF TOURISM NATIONAL CAPITAL REGION**

2. Inspection of unserviceable items shall start on 2 August 2022 until 11 August 2022, Mondays thru Fridays, from 8:00 am – 4:00 pm.
3. Deadline for submission of bids will be at 4:00 pm of August 11, 2022. Bids will be opened on August 18, 2022 at 10:00am. at the Second Floor of Department of Tourism.
4. A Notice of Award to the winning bidder shall be served within three (3) days after the opening of bids.
5. Payment of full amount by the winning bidder in the form of Cash, Manager's or Cashier's check shall be paid to the Department of Tourism National Capital Region Cashier at the Ground Floor, New DOT Building within three (3) days after receipt of the Notice of Award.
6. After three (3) days that no payment has been effected, the deposit shall be declared forfeited in favor of the government.

7. The bidden item must be claimed immediately in coordination with Ms. Erlita Val R. Gumpal and/or Mr. Lawrence J. Alcantara after the full amount has been paid, as evidenced by the Official Receipt.
8. A storage fee of 1% of the total value shall be charged per day as penalty for delayed pull-out after August 24, 2022;
9. In the event that the bidden items were not claimed within ten (10) days after the scheduled date, said item shall be re-biddded;
10. All expenses relative to the claim shall be shouldered by the winning bidder;
11. Claims shall be made only by the awardee or an authorized representative;
12. DOT NCR shall not be liable for any damage, spoilage, or theft during the storage period;
13. DOT NCR reserves the right to reject any or all bids or any part thereof, waive any defect contained therein and accept an offer as may be considered advantageous to DOT NCR.

**Note: Photocopy of Business Permit, Official Receipt, should be attached.**