



INVITATION TO BID

DISPOSAL OF WASTE MATERIALS DOT-DC-2023-0001

1. The Department of Tourism – Central Office (DOT), through the DOT- Disposal Committee (DC), is inviting interested scrap buyers or duly licensed junkshop owners/operators to participate in the bidding of **one (1) lot of waste materials** as follows:

ITEM NAME / DESCRIPTION	LOT/FLOOR PRICE	LOCATION
One (1) Lot of Waste Materials 187 pcs. – used Tires 90 pcs. – used Car Batteries	PhP 27, 840.00	DOT Basement, 351 DOT Bldg., Senator Gil Puyat Ave., Makati City.

2. Place your proposal together with the photocopy of the Business Permit, Official Receipt (OR) of the bid bond amounting to ten percent (10%) of the bid proposal, in a sealed envelope indicating the Instructions to Bidders (ITB) No. above your name, address, and contact numbers;

3. Unsigned proposals, proposals below the lot price shall be disqualified and those without corresponding bid bond shall automatically be disqualified;

4. The Bid Proposal Form and the Instructions to Bidders (ITB) are available in the DOT- General Services Division-Supply and Property Section (GSD-SPS), Ground Floor, DOT Building at 351 Senator Gil Puyat Avenue, Makati City;

5. Sealed bids shall be dropped at the Drop Box located in the DOT- GSD starting on 11 September 2023, from 8:00 A.M to 4:00 P.M.

6. The deadline for submission is until 12:00 noon, on 15 September 2023. The Bids will be opened on the same day at 2:00 P.M. The winning bidder will be officially notified, thru a Notice of Award within three (3) days after the opening of bids;

7. The DOT reserves the right to reject any/all bids or any part thereof, waive any defect contained therein, and accept an offer as may be considered advantageous to the DOT;

For more details, please see attached instructions to the bidders, or contact **Ms. Jennifer M. Tumlos** or **Mr. Rodel A. Espares** of the GSD-SPS at telephone number 84595200, locals 110/621.

ATTY. REYNALDO L. CHING

Assistant Secretary for Administration and Finance, and
Chairperson, Disposal Committee



LETTERHEAD OF THE BIDDER

BID PROPOSAL FORM

Date

ATTY. REYNALDO L. CHING
Assistant Secretary
Administration and Finance and
Chairman, Disposal Committee

Dear Sir:

In response to your Invitation to Bid for the Disposal of Waste Material and in accordance with the Terms and Conditions and Instructions to Bidders indicated therein, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

ITEM NAME / DESCRIPTION	BID PRICE
One (1) Lot of Waste Materials	
187 pcs. – used Tires	
90 pcs. – used Car Batteries	

I have actually seen and inspected the above items and my bid is based on our estimated price based on the prevailing market price. The above offer shall be valid for thirty (30) calendar days.

Enclosed is the required Bid Bond in the amount of _____ which is equivalent to ten (10%) of the Floor Price.

Very truly yours,

Printed Name of Bidder or Authorized Representative/Business Name

Signature

Position

Complete Business Address

Bidder's Contact Number

Printed Name and Signature of the

INSTRUCTION TO BIDDERS

I. QUALIFICATION OF BIDDERS

1. The Department of Tourism (DOT), through the DOT- Disposal Committee hereby invites duly licensed junkshop owners/operators to participate in the bidding of one (1) lot sale of waste materials on "**AS IS WHERE IS**" basis.

ITEM NAME / DESCRIPTION	LOT PRICE
One (1) Lot of Waste Materials 187 pcs. – used Tires 90 pcs. – used Car Batteries	PhP 27, 840.00

2. Bidders must be Filipino citizens, sole proprietorships, or corporations organized under the Philippine laws;

3. Duly authorized representative/s shall submit a certification from the officials or owner of the firm authorizing him/her to speak on behalf of the latter.

II. INSPECTION OF THE WASTE MATERIALS

1. The items/materials may be inspected at the basement of the DOT Building, No. 351 Senator Gil Puyat Ave., Makati City;

2. The inspection process shall be on **05-06 September, 2023** from 9:00 A.M. to 12:00 Noon. Before the said inspection process, please coordinate first with *Ms. Jennifer M. Tumlos* or *Mr. Rodel A. Espares* at Telephone numbers *8890-0189* or *8459-5200 local 110/621*.

III. BID BOND

1. Payment for the bid bond is ten percent (10%) of the total bid offer of the lot properties and as partial payment for item/s sold;

2. The bid bond and the payment of the full amount by the winning bidder shall be paid to the DOT Cashier in the form of cash or Manager's/Cashier's check;

3. The bid bond shall be submitted together with the bid proposal or before the opening of bids.

IV. SUBMISSION AND OPENING OF BIDS

1. The bid must be submitted or dropped at the drop box at the DOT-GSD using the prescribed Bid Proposal Form (see attached).

2. The envelope shall be labeled as follows:

Business Name: _____
Address: _____
Telephone/ Cellphone No.: _____
Email Address: _____

3. Late submission of bids shall automatically be rejected;

4. Unsigned proposals, proposals below the lot price and without corresponding Bid Bond shall be disqualified;
4. Bidders or their authorized representatives are allowed to witness the proceedings;
5. Bids will be opened at 2:00 P.M., 15 September 2023 in the presence of the DC and the resident Commission on Audit (COA) Auditor or his/her authorized representative;
6. All bids are opened shall be signed by the members of the DC;
7. An Abstract of Bids shall be prepared by the Secretariat and to be signed by the members of the DC.

V. DEFECTIVE BIDS AND WITHDRAWAL OF BIDS

1. Bid tenders that are not in the prescribed form or are not guaranteed by the bid bonds are considered disqualified;
2. In cases the defective bid proposal is considered, it may be corrected in the presence of the bidders and the DC;
3. Withdrawal of bids shall be done before the deadline of the submission of bids through a letter of withdrawal;
4. After the deadline for submission of bids, no bidder is allowed to withdraw the bids unless there is an error in the offer price, an error in the properties chosen, and if the cause of those errors is conclusive and convincing.

VI. AWARDING OF BIDS

1. The winning bid will be announced immediately after all the sealed bids are opened;
2. The item/s will be awarded to the highest complying bidder;
3. In case of a tie, the DC shall use a toss coin or draw lots to determine the winning bidder;
4. The bid bonds of the losing bidders shall be returned after the hauling/pick-up of the items of the winning bidder.

VII. CLAIMING OF AWARD

1. Full payment for the item shall be made within three (3) days upon receipt of the notice of award;
2. After three (3) days that no payment has been effected, the deposit shall be declared forfeited in favor of the government;
3. All bidden items must be claimed by the awardee/s or his/her authorized representative within seven (7) calendar days upon full payment;
4. Claiming of items should be made in the presence of the Property Officer and a representative from the DC during office hours (8:00 A.M.- 4:00 P.M.) upon presenting the official receipt of the full payment;
5. A storage fee of one (1%) of the total value shall be charged per day as a penalty for the delayed pull-out after seven (7) calendar days;
6. In the event that the bidden items are not claimed within ten (10) days after the scheduled date, the bid bond is forfeited, thus, the said items shall be re-bid;
7. All expenses relative to the claim shall be shouldered by the winning bidder;
8. The DOT shall not be liable for any damage, spoilage, or theft during the storage period.

Conforme:

Name & Signature of Bidder or Authorized Representative

Position

Date