



Republic of the Philippines
Professional Regulation Commission
Manila

BID FORM NO. 1

INVENTORY AND DISPOSAL COMMITTEE

INVITATION TO PUBLIC AUCTION
FOR THE PRC UNSERVICEABLE PROPERTIES

The Professional Regulation Commission, through its Inventory and Disposal Committee (IDC) invites interested individuals /bidders to submit sealed proposals for the sale of the following unserviceable properties and waste materials located at the 4th Floor V-Tech Tower Building, Araneta Avenue, Quezon City and at the back of Supply and Property Division office.

A. Summary of Unserviceable Properties

<u>Particulars</u>	<u>Total Appraised Value (Floor Price for Auction)</u>	<u>Location</u>
Various I.T. Equipment, Office Equipment, Furniture and Fixtures, and Other Equipment.	} P <u>40,868.00</u>	4 th Floor V-Tech Tower Building, Araneta Avenue, Quezon City and Stockroom, Supply and Property Division
WASTE MATERIALS:		
One (1) lot of various motor vehicle spare parts, battery and tires.		
TOTAL -	P <u>40,868.00</u>	

B. Itemized Unserviceable Properties

The itemized unserviceable properties are in the **Inventory and Inspection Report of Unserviceable Property (IIRUP) and Report of Waste Materials** which are posted in the PRC Bulletin Boards in any conspicuous places within the premises of PRC Central Office, website of PRC and in the Cities of Manila, Makati and Quezon Municipal Hall.

C. Procedures / Guidelines

1. The bidding shall be through Public Auction/ Bidding to be undertaken by the **PRC-Inventory and Disposal Committee (IDC)**.
2. The Invitation to Public Auction and Notice to sell shall be advertised / posted in the PRC Bulletin Boards in any conspicuous places in the PRC Central Office and at the Manila City Hall, Makati City Hall and Quezon City Hall.

3. The **Bid Forms** may be obtained from the **Supply and Property Division, Ground Floor, Annex Building, PRC Manila**, after payment of One Thousand Pesos (P1,000.00) to the PRC Cashier. Only prospective bidder who purchased bid documents/forms shall be allowed to participate in the opening of bids. For other information/details, please see **Ms. Emma T. Francisco** or **Ms. Pacita P. Tenorio** of the Property Division.
4. Accomplished Bid Forms should be sealed in an envelope and be submitted to the IDC through its drop box located at the Supply and Property Division not later than **12:00 noon on November 22, 2011**.
5. Qualified bidders shall be required to post a refundable bidder's bond equivalent to **ten percent (10%)** of their bid price either in cash or manager's check. For the winning bidder, the bid bond shall constitute as the initial payment for the item/equipment.
6. The bid price should not be lowered than the floor price or total appraised value of each lot. The highest bidder shall be considered as the winning bidder.
7. Bids that are not in prescribed form (e.g. unsigned bids) and /or those not accompanied or guaranteed by bid bonds at the time of opening bids are considered defective bids. Defective bids are automatically disqualified.
8. A bidder may be allowed to withdraw a bid tender before the time of opening of the bids. His bid shall be returned unopened.
9. After the opening of the bids, no bidder shall be allowed to withdraw his offer unless the following conditions are met:
 - a. There is a mistake in the offer.
 - b. The mistake refers to the object or principal conditions of the proposal.
 - c. The reason for such mistake must be conclusive and convincing.
10. During the Opening of Bids, the following shall be observed:
 - d. Bids submitted after the **12:00 noon** deadline shall not be accepted.
 - e. All bids shall be opened at **2:00 p.m. of November 22, 2011** at the PRC Conference Room, Second Floor Main Building.
 - f. The IDC shall declare the validity and accuracy of all bids received/ tendered.
 - g. An Abstract of Bids/Quotations shall be prepared and shall be approved/ signed by the Inventory and Disposal Committee.
11. The winning bidder shall be informed by the IDC through a Notice of Award.
12. The winning bidder/s must make full payment of the bid not later than one (1) week after receipt of the Notice of Award. Payment shall be made to the PRC

Cashier. The Official Receipt (O.R.) shall be presented to the Supply and Property Division for the Authority to Release/Gate Pass.

13. Any of the PRC Unserviceable properties for auction/bidding not taken by the winning bidder within one (1) week period shall be forfeited and shall be made awarded to the second highest bidder without need of further notice.
14. The release of disposed vehicles/equipment to the winning bidder/s shall be noted for recording purposes.
15. After the disposal, the book value of the vehicles/equipment shall be dropped from the Books of Account in accordance with the existing accounting and auditing rules and regulations.
16. All PRC employees (regular, contractual, job order), PRC Consultants, PRB Members, members of the Inventory and Disposal Committee (IDC), and Supply and Property Management Division and their relatives within the fourth degree of consanguinity or affinity are disqualified to join the said auction/bidding.

AFFIDAVIT OF UNDERTAKING

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
MUNICIPALITY OF _____

I, _____, of legal age, single/married to, and residing at _____ after being sworn to accordance with, law dispose and say:

1. That I fully understood the Terms and Conditions of this auction;
2. That I will abide by the relevant auditing, accounting and Commission policies and rules on disposal, including COA Circular No. 89-296 dated January 27, 1989;
3. That I, if declared winner, will take out items completely starting November 25 to 28, 2011;
4. That I will forfeit my right to claim for failure to do so without need of further notice;
5. That I had not offered any monetary or non-monetary consideration or favor to any IDC member or employee of this Commission.

IN WITNESS WHEREOF, I have hereto set my hand this ____day of _____, 2011, in the Municipality of _____, City of _____, Philippines.

Signature of Affiant

SUBSCRIBED and sworn to before me in the City of _____
This _____ day of _____, 2011 by _____ with
Residence Certificate No. _____ issued at _____ on
_____, 2011.


BID FORM NO. 2

SCHEDULE OF BIDDING ACTIVITIES

<u>ACTIVITY</u>	<u>DATE/TIME</u>
a) Posting of "Invitation to Public Auction" in the PRC Bulletin Board and at the Manila City Hall, Quezon City Hall and Makati City hall.	November 15 to 21, 2011
b) Issuance of Bid Form to interested parties/ bidders	November 15 to 21, 2011
c) Pre-inspection of the Unserviceable Properties	November 15 to 21, 2011
d) Deadline for Submission of sealed Bid Form and Bid bond	November 22, 2011 (12:00 pm)
e) Opening of Sealed Bid Forms	November 22, 2011 (2:00 pm)
f) Inventory and Disposal Committee Recommendation	November 23, 2011
g) Commission's Approval and Issuance of Notice of Award	November 24, 2011
h) Hauling of Unserviceable properties by winning bidder	November 25 to 28, 2011

The Inventory and Disposal Committee reserves the right to reject any application or bids without offering any reasons, waive any required formally therein, and to make an award to the bidder whose proposal is deemed most advantageous to the government.

All communications should be addressed to the PRC- Inventory and Disposal Committee.


SARAH EDNA A. TABIJE
Chairman,
Inventory and Disposal Committee



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BID FORM NO. 3

**NOTICE TO SELL
DISPOSAL OF UNSERVICEABLE EQUIPMENT
November 15, 2011**

Various items are to be disposed through public auction. Any interested bidder (individual or company) may secure a list of the items from the Supply and Property Division and inspect the same. Bid forms are available at the Supply and Property Division starting November 15 to November 21, 2011

Interested bidders are required to submit the following:


For individual bidders:

1. Current Residence Certificate
2. Tax Identification Number
3. Income Tax Return for 2010
4. Affidavit of Undertaking

For Company bidders:

1. Valid and current Mayor's permit where the principal office is located.
2. Income Tax Return for 2010
3. Affidavit of Undertaking

Sealed bids (containing the 1st, 2nd and 3rd envelope) shall be submitted to Disposal Committee thru Ms. Emma T. Francisco, OIC, Supply and Property Division, Professional Regulation Commission, P. Paredes cor. N. Reyes St., Sampaloc, Manila on or before **November 22, 2011 (12:00 noon)**. Pick-up of various items for disposal by winning bidder will start from **November 25 to 28, 2011**.


SARAH EDNA A. TABIJE
Chairman,
Inventory and Disposal Committee

_____ Date

Ms. Sarah Edna A. Tabije

Chairman, Inventory and Disposal Committee
Professional Regulation Commission
P. Paredes cor. N. Reyes St.,
Sampaloc, Manila

Dear Ms. Tabije:

I am offering to buy the following lot of unserviceable equipment and waste materials owned by the Professional Regulation Commission in the bid amount opposite of the unit.

BID FORM (Offer to Buy)

Name of Bidder: _____

Office/Division: _____

Tel. No./Fax No.: _____

Qty.	Unit	Article / Description of the Unserviceable Property	Appraised Value	Bid Amount per lot
1	lot	Various I.T. Equipments, Office Equipment Furniture and Fixtures and Other Equipment and Waste Materials (various motor vehicles spare parts, battery and tires.	P 40, 868.00	
		T O T A L	P 40, 868.00	

(Please use additional sheet if necessary)

Total Bid: _____

In Figures: _____

In Words: _____

Name of Bidder: _____

Signature over Printed Name

Date