

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Mines and Geosciences Bureau
Region VIII, Candahug, Palo Leyte

**BID DOCUMENT
AND
SCHEDULE OF REQUIREMENTS FOR THE
RE-AUCTION OF THE
UNSERVICEABLE PROPERTY PLANT AND
EQUIPMENT: INFORMATION AND
COMMUNICATION TECHNOLOGY EQUIPMENT,
FURNITURE AND FIXTURES,
TECHNICAL AND SCIENTIFIC EQUIPMENT,
AND OTHER PROPERTY PLANT AND EQUIPMENT
LOCATED IN MGB R8 COMPOUND,
CANDAHUG, PALO LEYTE**

BID No. 001-ADC-MGB R8

**Appraisal and Disposal Committee
22 JULY 2019**

LOCATED IN CANDAHUG, PALO LEYTE

BID No. 001-ADC-MGB R8

The Mines and Geosciences Bureau Regional Office VIII (MGB R8) Disposal Committee upon recommendation by the Commission of Audit Regional Office VIII to conduct re-auction of the following Unserviceable Property Plant and Equipment. Based on the **COA Circular No. 89-296 dated January 27, 1989**. The committee shall herein publish the Invitation for Public Auction thru PhilGEPS and conspicuous places including in the MGB compound for the conduct of the first auction within the prescribed period as herein stated. The Unserviceable Property Plant and Equipment subject for disposal are located at the MGB R8.

- | | | |
|--|---|---|
| Posting of Invitation for Bid | - | Active: July 22, 2019 Closing: August 2, 2019 Location: Philgeps, MGB R8 Premises and conspicuous places |
| Ocular Inspection for Bidders/ Viewing of Unserviceable Equipment for Bidding | - | August 5, 2019, 9:00 A.M.-12:00 noon MGB R8 Compound Candahug, Palo Leyte |
| Deadline of Submission of Bids | - | August 7, 2019, 12:00 P.M. To be submitted at: MGB R8 Supply Office |
| Bid Opening | - | August 7, 2019, 1:00 P.M. MGB R8, Bidders, Supply, Personnel & Observers |
| Evaluation of Bids | - | August 8-9 & 12, 2019 Appraisal & Disposal Committee MGB R8 |
| Notice of award | - | August 14, 2015 |
| Signing of Contract | - | August 15-16, 2019 MGB R8 & Winning Bidder/s |
| Notice to Proceed | - | Within three (3) days after signing of Contract |
| Payment of Contract | - | Payment in the form of Cash per Lot shall be made to each respective Office Accounts |
| Pullout of Unserviceable | - | Winning Bidder shall be responsible in pulling out the Unserviceable Equipment with issuance of authority to pull out duly released upon full payment of contract. |

MGB R8- DISPOSAL COMMITTEE

INVITATION FOR BID

NOTICE is hereby given to all interested parties that **MGB, Regional Office 8**, located at Candahug, Palo Leyte will conduct a First **PUBLIC AUCTION to 5 Unserviceable Property Plant and Equipment (Office Equipment, ICT, Furniture and Fixtures, Technical and Scientific and also other Property and Equipment)** stored in the MGB R8 Compound, Candahug, Palo Leyte and will be sold **“AS IS WHERE IS”** basis.

The bid for **Lot Nos. I, II, III, VI & V** shall be stated per Lot price not lower than the floor price indicated hereunder:

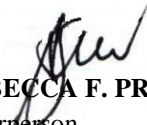
| LOT NO. | ITEM / DESCRIPTION | OFFICE | Kilogram (kg) | MINIMUM BID PRICE (Ph) |
|----------------|---|---------------|----------------------|-------------------------------|
| LOT I | Office Equipment (OFE): Air-conditioning Units, Refrigerators, Typewriters, Air Cooler and Xerox Machine (Develop) | MGB R8 | 2,500 | 15,000.00 |
| LOT II | Information Communication and Technology (ICT) Equipment | MGB R8 | 583 | 3,500.00 |
| LOT III | Furniture and Fixtures (AFA) (Cabinets (Steel & Wooden); Vertical Blinds; Chairs, Wooden Tables, Leathered Sofa and Metal Rack | MGB R8 | 583 | 3,500.00 |
| LOT IV | Technical Scientific Equipment (TSE) Analytical Balance, Desiccator, Electronic Total Station, Leica; Portable Water Level Meter, Micro Balance (Denver), Summit Personal Navigator GPS Huacent CHC, HACHsension & Dessolve POxygen Meter, HACH portable Turbidimeter, HACHCel/890, HACHsession w/PH Meter, HACH Dual Input Multi Parameter, Thermo Scientific Thermoline Hotplate and binocular Viewer | MGB R8 | 833 | 5,000.00 |
| LOT V | Other Property Plant and Equipment (PPE) | MGB R8 | 833 | 5,000.00 |

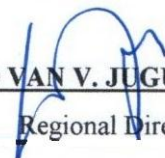
All interested buyers may inquire, avail or get the Bidding Forms from the MGB R8, Candahug, Palo Leyte.

Bidding Forms may also be downloaded at the PhilGEPS website free of charge. However, buyers who participate in the bidding should submit bid documents before the deadline of submission and/or dropping of bid proposal;

Please refer to the Terms and Conditions/ Schedule of Requirements for other details on the bidding;

Deadline of submission/dropping of bids will be on **August 7, 2019, at 12:00 P.M.** **Opening of Bids** will follow at **1:00 PM, on same day.** Late bids will not be accepted. All bidders or its authorized representative must be present during the Opening of Bids at the designated venue at the Conference Room, MGB Regional Office 8, Candahug, Palo Leyte. Absentee winning bidders shall automatically be disqualified.


REBECCA F. PRECIA
 Chairperson
 MGB R8, Disposal Committee

Noted by:

LEO VAN V. JUGUAN, CESO V
 Regional Director

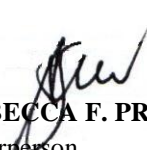
Areas where this notice be posted:
 Mines and Geosciences Bureau Regional Office VIII Compound;
 Conspicuous Places within the Regional Office Jurisdiction
 Regional Office 8 Official Website & PhilGEPS
 Date of Publication: July 22, 2019

REQUEST FOR QUOTATION

Sir/ Madam:

Please quote your **highest price** on the item(s) per **LOT** listed below and submit your quotation in a sealed envelope duly signed by you or your authorized representative on or before **12:00 P.M. of AUGUST 7, 2019. Opening of bids will immediately follow at 1:00 P.M. on same day at MGB R8 Conference Room, Candahug, Palo Leyte.** Late bids will not be accepted.

| ITEM | DESCRIPTION | OFFICE | Kilogram (kg) | MINIMUM BID PRICE (Ph) | BIDDER'S QUOTATION PER LOT |
|----------------|---|--------|---------------|------------------------|----------------------------|
| LOT I | Office Equipment (OFE): Air-conditioning Units, Refrigerators, Typewriters, Air Cooler and Xerox Machine (Develop) | MGB R8 | 2,500 | 15,000.00 | |
| LOT II | Information Communication and Technology (ICT) Equipment | MGB R8 | 583 | 3,500.00 | |
| LOT III | Furniture and Fixtures (AFA) (Cabinets (Steel & Wooden); Vertical Blinds; Chairs, Wooden Tables, Leathered Sofa and Metal Rack | MGB R8 | 583 | 3,500.00 | |
| LOT IV | Technical Scientific Equipment (TSE) Analytical Balance, Desiccator, Electronic Total Station, Leica; Portable Water Level Meter, Micro Balance (Denver), Summit Personal Navigator GPS Huacent CHC, HACHsension & Dessolve POxygen Meter, HACH portable Turbidimeter, HACHCel/890, HACHsession w/PH Meter, HACH Dual Input Multi Parameter, Thermo Scientific Thermoline Hotplate and binocular Viewer | MGB R8 | 833 | 5,000.00 | |
| LOT V | Other Property Plant and Equipment (PPE) | MGB R8 | 833 | 5,000.00 | |


REBECCA F. PRECIA
Chairperson
MGB R8, Disposal Committee

BIDDER'S NAME : _____

BIDDER'S SIGNATURE : _____

BIDDER'S ADDRESS : _____

BIDDER'S CONTACT NO. : _____

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DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Mines and Geosciences Bureau
Region 8, Palo Leyte


TERMS AND CONDITIONS

Prospective bidders shall conform to the following **TERMS AND CONDITIONS** that apply to public auction of the **OFFICE UNSERVICEABLE PROPERTY PLAN AND EQUIPMENT** located at MGB R8 Compound, Candahug Palo Leyte, as follows:


1. **All interested Bidders may participate in the Ocular Inspection for Bidders / Viewing of Unserviceable Equipment for Bidding** which should be conducted on **August 5, 2019, 9:00 a.m. to 12:00 noon**, at **MGB R8 Compound, Candahug, Palo Leyte**. Bidders may go directly to the location and/or together with MGB personnel, they will be allowed to view and inspect the units only on said date and time.
2. All sealed bid proposals should be submitted/dropped on or before the deadline of submission at **12:00 P.M. of August 7, 2019**. Opening of bids will immediately follow at 1:00 p.m. on same day at **MGB R8, Candahug, Palo Leyte**. Late bids shall be rejected.
3. All Bidders shall register their names and addresses at the guard / logbook and drop the sealed envelope containing the bid.
4. The Bidders should submit the **Technical Envelope in three (3) copies** which include the duly authenticated photocopies of the documents listed in the **Checklist of Requirements** (attached hereto).
5. During the Opening of Bids, the bidders will bring with them the original copies of required documents for validation. Failure of the bidders to submit the said documents and present the original copies shall be a ground for disqualification.
6. Bids received shall be **opened on August 7, 2019, at 1:00 P.M.** as prescribed in the Invitation for Bid. Abstract of bids shall be prepared wherein all the necessary requirements shall be evaluated using a non-discretionary “pass/fail” criterion. The Bidder with the highest price offered for each lot shall be declared as winning bid upon further evaluation and found complying.
7. Immediately after the winning bidder has been declared by the Committee, the winning bidder’s they shall pay in the form of cash, cashier’s or manager’s check within five (5) working days from the date of receipt of the Notice of Award (NOA).
8. Payment in the form of **Cash** per LOT should be made by the Winning Bidders to MGB R8 Accounts.
9. Winning Bidder/s shall have the responsibility of pulling out the Unserviceable Property Plant and Equipment with Issuance of Authority by MGB R8 to pull out duly released upon full payment of contract.

MGB R8 reserves the right to reject any or all bids with or without cause, to waive any defect in them and to award the contract to the bidder/s whose offer is the most advantageous to the government.

Recommending Approval:


REBECCA F. PRECIA
Chairperson
MGB R8, Disposal Committee

Approved:


LEO VAN V. JUGUAN, CESO V
Regional Director

CONFORME:

BIDDER'S NAME : _____
BIDDER'S SIGNATURE : _____
BIDDER'S ADDRESS : _____
BIDDER'S CONTACT NO. : _____

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Mines and Geosciences Bureau
Region 8, Palo Leyte

Bid No. 001-ADC MGB R8

CHECKLIST OF REQUIREMENTS

A. INDIVIDUAL

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid.

B. FOR INDIVIDUAL BIDDER THROUGH A REPRESENTATIVE

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Special Power of Attorney executed by the Bidder

C. FOR SINGLE PROPRIETORSHIP THROUGH A REPRESENTATIVE

1. Properly filled-out & duly signed Bid Form
2. Duly signed Conditions of Bid
3. Department of Trade & Industry Registration
4. Mayor's Permit
5. Special Power of Attorney executed by the Bidder

D. FOR UNREGISTERED ORGANIZATIONS

1. Properly filled-out Bid Form duly signed by all the Officers/ Members
2. Conditions of Bid duly signed by all the Offices/ Members

E. FOR UNREGISTERED ORGANIZATIONS WITH DESIGNATED REPRESENTATIVE

1. Properly filled-out Bid Form duly signed by all the Officers/ Members
2. Conditions of Bid duly signed by all the Offices/ Members
3. Special Power of Attorney executed by all the Officers/ Members

F. FOR REGISTERED CORPORATIONS, ASSOCIATIONS, PARTNERSHIP & OTHER FORMS ORGANIZATION

1. Properly filled-out and duly signed Bid Form
2. Duly signed Conditions of Bid
3. Securities & Exchange Commission Registration
4. Mayor's Permit
5. Articles of Incorporation or Partnership
6. Secretary's Certificate executed by the Corporate Board Secretary or his/her equivalent Official

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 Region 8, Palo Leyte

EQUIPMENT/SUPPLIES/MATERIALS
PASS OUT SLIP

TO : **THE DIRECTOR**
MINES AND GEOSCIENCES BUREAU
 Regional Office VIII, Candahug Palo Leyte

ATTN : **The SECURITY GUARD ON DUTY**
MINES AND GEOSCIENCES BUREAU
 Regional Office VIII, Candahug Palo Leyte

Date : August 23, 2019

Please allow the bearer hereof to pass out of the MGB R8 premises the following unserviceable property plant and equipment:

| QUANTITY | DESCRIPTION OF ARTICLES PLATE NO. | REMARKS |
|----------|-----------------------------------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |

Recommending Approval:

Approved by:

REBECCA F. PRECIA
 Chairman
 Disposal Committee

LEO VAN V. JUGUAN, CESO V
 Regional Director
 MGB Regional Office VIII

Released by:

Received by:

 (Name and Signature of Party)

 Position/Designation

 Printed Name and Signature
 Winning Bidder
 Date: _____

 Printed Name & Signature
 Security Guard on Duty
 Date : _____
 Time : _____

Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Mines and Geosciences Bureau
Region 8, Palo Leyte

August 23, 2019

Dear Sir/ Madam:

Pursuant to the Notice of Award issued by MGB R8, Regional Director, Leo Van V. Juguan, CESO V dated August 14, 2019, **CLEARANCE** is hereby given to you or your representative/s to get the herein MGB R8 Compound, Candahug, Palo Leyte:

_____ () Equipment _____, Ph _____

The authority to pull out the Equipment shall be issued upon full payment of the bid price or upon presentation of the official receipt of full payment.

Thank you.

Very truly yours,

REBECCA F. PRECIA
Chairman
DISPOSAL COMMITTEE

Approved:

LEO VAN V. JUGUAN, CESO V
Regional Director
MGB Region VIII, Palo Leyte

RECEIVED BY:

NAME OF WINNING BIDDER: _____
ADDRESS : _____
SIGNATURE : _____