



INSTRUCTION TO BIDDERS

The Technical Education and Skills Development Authority (TESDA) Central Office invites all interested parties to bid for the purchase of the various unserviceable IT Equipment and Software, Communication Equipment, Other Machineries and Equipment, Furniture and Fixtures, Office Equipment, Fire Equipment and other Materials subject to the following terms and conditions:

A. Inspection of Used/Unserviceable Properties

1. The used/unserviceable properties for sale/auction are available for inspection/viewing from October 15 to 29, 2020 at the TESDA Central Office, TESDA Complex, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630.

B. Qualification of Bidders

1. Individuals, partnerships and/or corporation are qualified to participate in the public auction, subject to the submission of qualification documents, as may be required by TESDA Central Office Appraisal and Disposal Committee.
2. Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

C. Submission of Bids and Bid Bond

1. Sealed bids will be received at AS Conference Room, 2nd Floor, TESDA Admin Building, Taguig City **on or before 2:00 p.m. of 30 October 2020**. The bidder (company owner) shall enclose in a sealed envelope the following:
 - a. Fully accomplished Bid Form;
 - b. **Minimum bond** equivalent to **Twenty Five Thousand Five Hundred Two Pesos and 17/100 pesos (Php 25,502.17)** in the form of cash or manager's check issued by a reputable bank payable to "Technical Education and Skills Development Authority";
 - c. Photocopy of the company's latest Mayor's Permit;
 - d. Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), "stamped received by BIR or its duly accredited and authorized institutions", Tax Clearance (BIR Form 1714B) or Certificate of Registration (BIR Form 2303), in case of new companies;
 - e. Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the bidding)
2. Bids submitted below the Appraised Value and /or without the corresponding Bid Bond shall be rejected;
3. Late bids shall not be accepted.

D. Modification and Withdrawal of Bid

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the TESDA Central Office Appraisal and Disposal Committee (TCOADC) prior to the deadline of submissions of bids;
2. A bidder may, through a letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the TCOADC prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; and
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

E. Opening of Bids

1. Bids will be opened in the presence of all the bidders or their duly designated representatives and the COA representative.
2. An Abstract of Bids shall be prepared by the TCOADC Secretariat for signature of the TCOADC members and shall be approved by the Head of the Agency.

F. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the TCOADC will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If the winning bidder refuses to accept the award, the next highest bidder shall be awarded the bid, so forth and so on. However, any bidder who refuses to accept the award **SHALL BE REQUIRED TO PAY THE DIFFERENCE BETWEEN SAID BIDDER'S AND THAT OF THE NEXT HIGHEST BIDDER**, shall be blacklisted and shall not be allowed to participate in future biddings, without prejudice to TCADC's other courses of action and remedies open to it.

G. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of receipt of the Notice of Award;
2. An Official Receipt shall be issued by TESDA Central Office covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall not be allowed to participate in the future biddings.

H. Pick-up/Hauling of the Unserviceable Properties by the Winning Bidder

1. The winning bidder shall be given **five (5) calendar days** from receipt of the Notice to Proceed, to pick-up and haul the said unserviceable properties.
2. Expenses incidental to the pick-up/hauling of the unserviceable properties shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the said unserviceable properties within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

I. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of TESDA Central Office in the following instances:
 - a. If the winning bidder refuses to accept the award;
 - b. In case the winning bidder fails to make the payment within the prescribed period; and
 - c. If the winning bidder fails to complete the pick-up/hauling of the said unserviceable properties within the prescribed period.

2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the said unserviceable properties.

J. Failure of Bidding

Failure of bidding shall be declared in the following instances:

If prospective bidders are declared ineligible, no bids are received, all bids fail to comply with requirements, all bids is below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required.

The **TESDA Central Office Appraisal and Disposal Committee** reserves the right to reject any or all bids, or any part thereof, waives any formality, requirements or defects contained therein and will accept the offer it considers most advantageous to the government.

CONFORME:

Name and Signature of Bidder's
Authorized Representative

Position

Date