



INVITATION TO BID

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

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. Schedule of Public Auction

The public auction shall be conducted on “as is, where is” basis by the TESDA Central Office Appraisal and Disposal Committee (TCOADC).

The TESDA Central Office will hold a **pre-bid conference on 22 October 2020, 2:00 pm** through **Zoom Video Conference**.

In line with the precautionary health measures being adopted by the agency, interested bidders may join the Pre-Bid Conference via video-conference (Zoom). In order to secure the zoom link password, prospective bidders are advised to send an email request to the TESDA Central Office Appraisal and Disposal Committee (TCOADC) at tesdacoadc@gmail.com **NOT LATER THAN 5:00 pm of 21 OCTOBER 2020**, together with the following details:

1. Company Name
2. Address
3. Name of Representative [maximum of two (2)]
4. Contact Nos.
5. E-mail Address
6. Scanned or Photo of Proof of Identity (pls. attach)

By submitting the abovementioned information, it would be understood that the prospective bidders are conforming to the Data Privacy Act and TESDA Privacy Rules and Regulations. TESDA will not share the personally identifiable information to any third party for marketing purposes. However, TESDA may share information with governmental agencies in cases permitted or required by law. Likewise, the personally identifiable information shall be kept secured. Only authorized staff of the abovementioned e-mail have access to this information.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who will

prepare the documents for the bidder to minimize errors in the preparation of bids. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids. Only the **pre-registered representative/s or personnel** shall be allowed to attend during Zoom Video Conference.

Schedule of **opening of bids** is on **October 30, 2020, 2:00 pm** at **AS Conference Room, 2nd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630.**

Due to community quarantine measures, only one (1) representative is allowed to attend personally in the bid opening and will be required to follow the TESDA protocol for visitors specifically on compliance with social distancing, wearing of face masks and face shields, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at TESDA. Visitors who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature and sneezing are advised not to proceed to TESDA since they will not be allowed to enter the TESDA compound.

C. Qualification of Bidders

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.

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.

D. Appraised Value

The appraised value of the unserviceable properties has been set in accordance with accounting and auditing rules and regulations.

E. Bid Fee

1. Upon payment of non-refundable Bid Fee of Five Hundred Pesos (Php500.00) at TESDA Central Office Cash Unit, interested bidders may get the bid documents.

F. Submission of Bids and Bid Bonds

1. Sealed bids will be received at AS Conference Room, 2nd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630 **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 Only (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; and
3. Late bids shall not be accepted.

TESDA Central Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder/s.


ADZHAR A. ALBANI, CESE
Chairperson

TESDA Central Office Appraisal and Disposal Committee