



**Republic of the Philippines**

*Office of the President*

COCONUT INDUSTRY INVESTMENT FUND OIL MILLS GROUP (CIIF OMG)  
SAN PABLO MANUFACTURING CORPORATION  
16<sup>th</sup> Floor, Securities and Exchange Commission Headquarters (formerly  
UCPB Building), Makati Avenue, Makati City



**BIDDING DOCUMENTS FOR THE  
DISPOSAL BY PUBLIC BIDDING  
OF VARIOUS UNSERVICEABLE  
EQUIPMENT/ASSORTED  
MATERIALS**

# **SECTION 1**

## **INVITATION TO BID**

# SAN PABLO MANUFACTURING CORPORATION

Invitation to Bid No.: **SPMC-D-2023-001**  
Date: March 1, 2023

## INVITATION TO BID (ITB)

Sealed bids for sale of UNSERVICEABLE EQUIPMENT/ASSORTED MATERIALS on “**AS IS, WHERE IS**” basis will be received by the Disposal Committee of the San Pablo Manufacturing Corporation, 16th Floor UCPB Building, Makati Avenue, Makati City, on **March 15, 2023** at **12:00 PM** at **16<sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City**, at which place, time and date bids will be opened in the presence of the bidders of their duly authorized representatives.

Items to bid for:

ITEM/DESCRIPTION	Quantity	Location	Floor Price
Various assorted scrap items (used tires, junk IT/electronic equipment and damaged/unusable office furnitures, fixtures & equipment) (please see attached list)	1 lot	16th Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City	Eighteen Thousand pesos (Php 18,000.00)

Relative thereto, a pre-bid conference will be conducted on **March 8, 2023** at **1:30 PM** through zoom videoconferencing (Meeting ID: 869 8534 7110; Passcode: 991476) to discuss among others the Terms of Reference and other important guidelines.

Actual bidding shall be held on **March 15, 2023, 1:30 PM** at **Rizal Conference Room, 16<sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City**. The bidder and/or his representative may attend in person or virtually through the following zoom link. (Meeting ID: 829 8740 3039)

For inspection of the above item/s (scheduled from **March 1** to **14, 2023**), please contact **Ms. Haidee Lynn Rodriguez** of the Asset Management Division at **16<sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City** with contact number 8892-7961 to 65.

A complete set of Bidding Documents will be available to interested Bidders from March 1, 2023 (except on Saturdays, Sundays, and Holidays), from 9:00 A.M. to 4:00 P.M upon payment of a non- refundable bid fee amounting to FIVE HUNDRED PESOS (PHP 500.00)

in the form of cash or cashier's or manager's check issued by a reputable domestic universal bank and made payable to "SAN PABLO MANUFACTURING CORPORATION"

The physical copy of the sealed bids will be received until **12:00 PM of March 15, 2023 at the 16<sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City**, observing subsequent amendment/addendum issued, if any, at which time all bids shall be opened and read publicly. Submission of bids after the designated time and date shall no longer be accepted.

Sealed bid offers shall be submitted to the Disposal Committee together with the Bidder's Bond (BB) amounting to 10% per lot. The 10% bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period in the Notice of Award and to Proceed (NAP).

Subject Bidder's Bond will be returned to the non-winning bidders right after the award and for the winning bidder, BB shall form part of their payment.

In case of a "Tie" among bidders which takes place when two or more bidders offered exactly the same price quotation, all concerned bidders or their duly authorized representative shall appear after the conduct of the bidding and witness the drawing of lots. This shall be the basis to determine the winning bidders based on sheer luck or chance corollary to the Government Procurement Policy Board (GPPB) Circular No. 06-2005 dated 05 August 2005. The "drawing of lots" shall be conducted by the Bids and Awards Committee in the presence of the concerned bidders and/or their duly authorized representatives and a representative from the office of the Commission on Audit (COA).

Upon payment of the full price, the winning bidder shall be the recipient of unserviceable materials and is required to haul the same within seven (7) working days.

The ITB shall be advertised through (1) posting in the company's official website; and (2) publishing in any newspaper of general circulation; or where the value does not exceed 50% of the expense of publication, by posting in conspicuous public places in the locality where the property is to be sold or where the bidding will be conducted. Copies of the invitation to bid may also be sent by email or personal delivery to prospective bidders. SPMC reserves the right to reject any or all bids, thereof, waive any informality found therein or accepts such bids or to award to any interested party/bidder whose bid is considered most advantageous to the company and/or the government.



**AL MATTHEW P. UMALI**

Chairperson, Disposal Committee

San Pablo Manufacturing Corporation

16<sup>th</sup> Floor Securities and Exchange Commission Headquarters  
(formerly UCPB Building), Makati Avenue, Makati City

Tel. No. 8892-7961 to 66

[www.ciif.gov.ph](http://www.ciif.gov.ph)

# SECTION II

## INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF SALE

### INSTRUCTION TO BIDDERS AND TERMS AND CONDITIONS OF SALE

#### 1. INTRODUCTION

- 1.1. San Pablo Manufacturing Corporation, hereinafter referred to as SPMC, will receive bids for the sale of unserviceable equipment/assorted materials, as described in Section III of the Bidding Documents.
- 1.2. This Section provides instructions to bidders for the Public Bidding. SPMC may issue special instructions to bidders and may require additional documents from the bidders.

#### 2. COST OF BID

- 2.1. The Bidder shall bear all costs in the preparation and delivery of their bids and SPMC shall in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

#### 3. BID DOCUMENTS

- 3.1 A Complete set of Bid Documents shall include:
  - 3.1.1. Invitation to Bid for the Disposal by Sale of Unserviceable equipment/Assorted materials;
  - 3.1.2. Instruction to Bidders (IB) and Terms and Conditions of Sale;
  - 3.1.3. The Price Quotation Form, which includes the bid offers;
  - 3.1.4. Bid Security in the prescribed form;
  - 3.1.5. Amendment and/or Addendum on the original bid documents, if any.

3.1.6. Special Instructions, if any.

4. TIME AND PLACE FOR RECEIPT OF THE BIDS

4.1. Sealed bids will be received until **12:00 PM of March 15, 2023 at the 16<sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City 1209**, observing subsequent amendment/addendum issued, if any, at which time all bids shall be opened and read publicly. Submission of bids after the designated time and date shall no longer be accepted.

5. ELIGIBILITY CRITERIA

(a) Any person, partnership or corporation complying with the prescribed eligibility requirements may participate in the sale by public bidding.

<b>LIST OF ELIGIBILITY REQUIREMENTS</b>	
<b>For Individual</b>	<b>For Business Establishment</b>
<ul style="list-style-type: none"><li>• Barangay Clearance; and</li><li>• Photocopy of two (2) valid Government issued Identification Card</li></ul>	<ul style="list-style-type: none"><li>• Photocopy of the bidder's latest and valid Mayor's/Business Permit. In case of submission of the expired permit, the Official Receipt will be acceptable as proof that the bidder has applied for the renewal of the Mayor's/Business Permit</li></ul>
<ul style="list-style-type: none"><li>• Tax Identification Number (TIN); and</li><li>• Latest Annual Income Tax Return (BIR Form 1701) stamped/received by BIR or filed online.</li></ul>	<ul style="list-style-type: none"><li>• Latest Annual Income Tax Return (BIR Form 1701/1702), stamped "received by BIR or its duly accredited and authorized Institutions"/Tax Clearance (BIR Form 17.14B) or Certificate of Registration (BIR Form 2303), in case of new company</li></ul>

6. BIDS TO BE CONSIDERED

- 6.1. Only bids from parties and their authorized representatives who have been duly issued the Bid Documents shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.
- 6.2. No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines.
- 6.3. Parties/companies with pending cases and outstanding obligations with SPMC shall be excluded from the bidding.

- 6.4. Bids submitted without Bid Security, or bids submitted with materially defective or otherwise unacceptable Bid Security will be rejected outright and returned to the bidder.

## 7. SUBJECT OF BID

- 7.1. Bids shall be for the sale of the following SPMC owned unserviceable equipment/assorted materials as specified below:

ITEM/DESCRIPTION	Quantity	Location	Floor Price
Various assorted scrap items (used tires, junk IT/electronic equipment and damaged/unusable office furnitures, fixtures & equipment) (please see attached list)	1 lot	16 <sup>th</sup> Floor Securities and Exchange Commission Headquarters (formerly UCPB Building), Makati Avenue, Makati City	<b>Eighteen Thousand Pesos (Php 18,000.00)</b>

- 7.2. The above mentioned properties shall be sold on an “AS-IS, WHERE-IS, CLEAN-UP, ALL MUST GO”

## 8. BIDDING INFORMATION

- 8.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed in the pre-bid conference and in the official announcement of bid results.

## 9. PREPARATION OF BIDS

- 9.1. Bidders shall prepare their bids using the prescribed Price Quotation Form specified in this Bidding Documents.
- 9.2. Each bidder must submit 2 mother envelopes containing the following:
- A. **First (1<sup>st</sup>) Envelope (Eligibility):**
    - i. Duly signed Instruction to Bidders and Terms & Conditions of Sale
    - ii. Bidder’s Inspection Certificate
  - B. **Second (2<sup>nd</sup>) Envelope (Financial):**
    - i. Corresponding Bid Security
    - ii. Bidder’s proposal in the prescribed Price Quotation Form
- 9.3. For the **First (1<sup>st</sup>) Envelope (Eligibility)**, each bidder must submit two (2) **separate sealed bid envelopes** marked as “**Original**” and “**duplicate copy**” containing the eligibility documents. In case of discrepancy among the copies, the original shall govern.

- 9.4. For the **Second (2<sup>nd</sup>) Envelope (Financial)**, each bidder must submit two (2) **separate sealed bid envelopes** marked as **“Original”** and **“duplicate copy”** containing the financial documents. In case of discrepancy among the copies, the original shall govern.
- 9.5. Each envelope should be securely sealed, signed on the flap and marked as follows:
- 9.6. The Bid Price offered must be on an individual “Lot” basis. A bidder can bid on any single lot or all lots as described in Section 7 hereof.

## 10. BID CURRENCY

- 10.1 In all bids, prices shall be expressed in written words and figures in Philippine Currency. In case of discrepancies between prices in words and figures, the prices in words shall be considered as the bid price.

## 11. VALIDITY OF THE PROPOSAL

- 11.1. A bid will be deemed valid for a period of sixty (60) calendar days from the date of bid opening, which shall be stated in the Price Quotation Form (PQF). A bid with a shorter validity period shall not be considered.
- 11.2. SPMC may, after the expiration of the validity period of a bid, solicit the bidder’s consent for an extension of said validity. The response shall be made in writing or fax or e-mail.

## 12. ADDENDA TO SPECIFICATIONS

- 12.1 SPMC shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an Addendum/Addenda, any copies will be furnished to all prospective bidders and/or shall be posted in CIIF Website.
- 12.2 In consideration of its best interest, SPMC may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.
- 12.3 Bidders are required to acknowledge receipt of all addenda to the Bid Documents by email prior to the opening of bids.
- 12.4 Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid (ITB), which could result in the rejection of bid.

## 13. BIDDER’S EXCEPTIONS

- 13.1. It is the desire of SPMC to eliminate or minimize as much as possible post bidding discussions of bidder’s clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents shall communicate such clarifications, deviations or exceptions during the pre-bid conference giving the reasons therefore.

13.2. If the clarifications, deviations or exceptions are acceptable to SPMC, an amendment/addendum will be issued for the general information of all prospective bidders. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by SPMC.

#### 14. BID SECURITY

14.1. Each bidder shall submit a Bid Security in the amount of not less than ten **(10%) percent of the total bid price** in the form of cash or manager's check payable to the San Pablo Manufacturing Corporation (SPMC), and/or combination thereof.

14.2. A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.

14.3. Upon determination of the highest calculated responsive bidder, SPMC shall return outright the bid security of the other bidders without interest.

14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award/Contract, within seven (7) calendar days after receipt of written advice.

14.5. The Bid Security of the winning bidder shall be converted into Performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provisions of the Notice of Award/Release Order/Contract have been met by the awardee.

#### 15. SUBMISSION AND OPENING OF BIDS

15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Clause 4 of this Section. After the time set for bid opening, the SPMC Disposal Committee will open and read the bids in the presence of the bidders or their authorized representatives.

15.2. Offers not submitted by the bidder's authorized representatives or received after the time set for bid opening will not be accepted.

#### 16. DEFECTIVE BIDS

16.1. At the time of opening of bids, a bid shall be considered defective in any of the following cases: (a) not properly sealed and signed as required in clause 10; (b) not properly marked as required in clause 10; (c) not properly filled-up form (e.g. unsigned bids); (d) not accompanied or guaranteed by a Bid Security; (e) with insufficient Bid Security; (f) not accompanied by a duly accomplished Bidder's Inspection Certificate or Sworn Statements; (g) with a validity period less than that required; or (h) lacking in any of the documents required in clause 10.

#### 17. WITHDRAWAL OF BIDS

17.1. A bidder may be allowed to withdraw his Bid before the time of opening of bids. Such bid shall be returned unopened.

17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

## 18. RESERVATION CLAUSE

18.1 SPMC reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of SPMC to explain the reasons thereof.

## 19. ACCEPTANCE OF THE BID

19.1. The Bidder whose bid is the highest, responsive or complying bid on each of the individual items/lots and which is most advantageous to SPMC shall be declared the Successful Bidder for that particular item/lot.

19.2. The Successful Bidder/Bidders must signify its consent to enter into a contract within five (5) days from receipt of the written notice from SPMC.

## 20. FAILURE OF BIDDING

20.1. SPMC shall declare the bidding failure in any of the following cases:

- a. There is no bidding participant;
- b. Only one (1) bidder submitted a Bid for each lot;
- c. All bidders failed to comply with the Terms and Conditions of Sale as prescribed in the Instruction to Bidders (ITB);
- d. Complying bidders failed to meet the minimum bid price.

## 21. AWARD OF CONTRACT

21.1. Award shall be made to the highest complying bidder.

21.2. Contract/Notice of Award (NOA) shall be issued to the winning bidder after approval of the concerned approving authority.

21.3. No transfer and/or assignment of Award/Contract shall be allowed.

21.4. The Award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of SPMC if the winning bidder fails to secure, sign or acknowledge the Notice of Award/Contract, within seven (7) calendar days after receipt of written advice.

## 22. PAYMENT

22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable San Pablo Manufacturing Corporation (SPMC), and/or combination thereof, within seven (7) calendar days upon receipt/acknowledgement of the Notice of Award (NOA)/Contract.

22.2. No other form of payment shall be accepted.

22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of SPMC.

## 23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

- 23.1. After payment of the awarded items, the awardee/s shall withdraw the properties and equipment within the required period as stipulated in the Release Order (RO). Otherwise, the awardee shall pay SPMC the corresponding storage fee equivalent to one-tenth of one (1%) percent of the price of the unwithdrawn items, or Php. 100.00/day of delay, whichever is higher but not to exceed ten (10%) percent of the total amount of the Award.
- 23.2. Once the cumulative amount of storage fee reaches ten (10%) percent of the total amount of Award, SPMC may rescind/cancel the Award, forfeit the Bid Security, and impose the appropriate sanctions as penalty.
- 23.3. The actual release/withdrawal of awarded items shall be made during regular office hours (9:00 a.m. - 4:00 p.m.), Monday thru Friday, and shall be witnessed by the designated representatives of the Disposal Committee (DC), Commission on Audit (COA), Asset Management Division from SPMC who shall affix their signatures on the "Release Order" (RO).
- 23.4. In the event that actual weight/quantity of the awarded items turned out to be greater than that specified in the Notice of Award (NOA), the awardee shall pay the corresponding amount of the excess quantity based on his bid price.
- 23.5. Since the bidding is at an "As Is, Where Is Basis", in the event that the actual weight/quantity of the awarded item is less than that specified in the Notice of Award (NOA), no refund of payment shall be made by the designated representative.
- 23.6. Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

## 24. TAXES, CUSTOMS DUTIES, COST OR CHARGES

- 24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.
- 24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID AND WAIVER OF RIGHTS TO ENJOIN PROTEST

25.1. The bidder after having been issued the Bid Documents (BD), has deemed accepted the terms and specifications established by SPMC and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against SPMC, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the awarded contract.

TO: **Disposal Committee**  
San Pablo Manufacturing Corporation

FROM: <NAME OF BIDDER>  
<ADDRESS OF BIDDER>

RE: < LOT DESCRIPTION >

CONFORME:

\_\_\_\_\_  
Printed Name of Bidder/Business Name

\_\_\_\_\_  
Printed Name and Signature of the Authorized Representative/Date Signed

\_\_\_\_\_  
Complete Business Address

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Mobile No., Telephone No., Fax No.

\_\_\_\_\_  
Email Address

## SECTION III

### PRESCRIBED BIDDING FORMS

{Letterhead of the Bidder}  
PRICE QUOTATION FORM

\_\_\_\_\_  
Date

San Pablo Manufacturing Corporation

Through:

**AL MATTHEW P. UMALI**  
Chairperson, Disposal Committee  
San Pablo Manufacturing Corporation

Sir/Madam:

In response to your Invitation to Bid (ITB) and in accordance with the stipulations of the Instructions to Bidders (ITB) and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

<b>Lot No.</b>	<b>Lot Description</b>	<b>Minimum Bid Price</b>	<b>Bid Offer (in Words and Figures)</b>
Lot 1	Various Unserviceable Equipment/Assorted Materials	Php 18,000.00/ lot	

I have actually seen and inspected the above items and my bid is based on my own estimate. The above offer shall be valid for sixty (60) days. Enclosed is the required Bid Security (BS) in the amount of Php \_\_\_\_\_ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

\_\_\_\_\_  
Name of Bidder/Business Name

\_\_\_\_\_  
Name and Signature of the Authorized Representative

\_\_\_\_\_  
Complete Business Address

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Contact Nos. (Mobile and/or landline)



# Republic of the Philippines

*Office of the President*

COCONUT INDUSTRY INVESTMENT FUND OIL MILLS GROUP (CIIF OMG)

SAN PABLO MANUFACTURING CORPORATION

16<sup>th</sup> Floor, UCPB Building, Makati Avenue, Makati City



## BIDDER'S INSPECTION CERTIFICATE

This is to certify that I have personally inspected the following items/materials which are subject for public bidding to be conducted on **(Date)**, **(Time)** at its present location, to wit:

Lot No.	Lot Description	Minimum Bid Price
1	Various Unserviceable Equipment/Assorted Materials located at the 16 <sup>th</sup> Floor UCPB Building, Makati Avenue, Makati City	Php 18,000.00/ lot

Inspection of the above items/materials was conducted on \_\_\_\_\_  
in the presence of the authorized End-User/Disposal Committee representative/s.

\_\_\_\_\_  
Signature over Printed Name of Bidder

INSPECTION ATTESTED BY:

\_\_\_\_\_  
Signature over Printed Name  
End-User/Disposal Committee Representative/s