



**Civil Service Commission Regional Office 1**

**INVITATION TO BID**

The **CIVIL SERVICE COMMISSION REGIONAL OFFICE 1**, through its Regional Disposal Committee, invites all interested bidders/buyers to bid for the sale of the **UNSERVICEABLE PROPERTIES** on an “**AS-IS-WHERE-IS**” basis, detailed as follows:

<b>LOT</b>	<b>DESCRIPTION</b>	<b>FLOOR PRICE</b>	<b>Location</b>
1	Various Unserviceable Desktop Computers and Parts, Printers, Time Stamp Machine, Air Conditioning Unit, Xerox, Scanner, Fax Machine, Television, Chairs, Intercom, Shredding Machine, CCTV DVRs, UPS, Electric Fans etc.	<b>PhP3,242.00</b>	CSC RO1 Building, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union

Below is the Schedule of Bidding Activities:

PUBLICATION OF INVITATION TO BID	June 25-July 1, 2024
INSPECTION OF UNSERVICEABLE PROPERTIES	June 25-July 1, 2024
ISSUANCE/SELLING OF BID FORMS	June 25-July 1, 2024
PRE-BID CONFERENCE	July 2, 2024; 09:00 AM
DEADLINE OF SUBMISSION OF BIDS	July 9, 2024; 09:00 AM
OPENING AND EVALUATION OF BIDS	July 9, 2024; 09:30 AM
ISSUANCE OF NOTICE OF AWARD	July 9, 2024
SIGNING OF CONTRACT	July 9-16, 2024
PAYMENT ( <i>in full</i> ) OF THE BID AMOUNT	July 9-16, 2024
RELEASE OF SOLD UNSERVICEABLE PROPERTIES	July 16-August 15, 2024

The Bid Documents can be secured from the Regional Disposal Committee Secretariat at CSC Regional Office I, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union.

The sealed bid to be submitted shall indicate the particular lot on the face of the envelope, addressed to the Disposal Committee Chairperson. The sealed bid offers shall be submitted to Disposal Committee together with **THE AUCTION BOND (AB) AMOUNTING TO AT LEAST 10% OF THE FLOOR PRICE**. The (at least) 10% auction bond shall be forfeited if the full price is not paid by the winning bidder within the prescribed period in the Notice of Award. AB shall be in the form of Cash or Manager’s/Cashier’s Check from a commercial or universal bank. AB of non-winning bidders shall be returned immediately after the announcement of the winning bidder. And for the winning bidder, AB shall form part of their payment.

The bidder shall submit one (1) envelope containing all the necessary bidding documents and the same shall be signed and sealed.

The CSCRO1 Disposal Committee reserves the right to reject any or all bids, waive any infirmity contained hereto and accept the offer most advantageous to the Commission.

This Office likewise assumes no obligation whatsoever to compensate or indemnify any bidder for expense or loss that may be incurred in the preparation of their bids, nor does it guarantee that any award will be made at all.

For further information, please refer to:

**DISPOSAL COMMITTEE**

**CIVIL SERVICE COMMISSION REGIONAL OFFICE 1**

Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union

Telephone Number: (072) 700-5626 loc. 229



**HEDY JOSE B. LARDIZABAL**

Director IV

June 25, 2024



## INSTRUCTION TO BIDDERS

### 1. INTRODUCTION

- 1.1 The **CIVIL SERVICE COMMISSION REGIONAL OFFICE 1**, hereinafter referred to as CSCRO1 through the Regional Disposal Committee, will receive bids for the sale of **UNSERVICEABLE PROPERTIES** in **ONE (1) LOT** on an **“AS-IS-WHERE-IS”** basis.
- 1.2 The CSCRO1 may issue special instruction to bidders and may require additional documents.

### 2. SUBJECT OF BID

- 2.1 Bids shall be for the sale of CSCRO1 Unserviceable Properties (1 Lot) detailed as follows:

<b>LOT</b>	<b>DESCRIPTION</b>	<b>FLOOR PRICE</b>	<b>Location</b>
1	Various Unserviceable Desktop Computers and Parts, Printers, Time Stamp Machine, Air Conditioning Unit, Xerox, Scanner, Fax Machine, Television, Chairs, Intercom, Shredding Machine, CCTV DVRs, UPS, Electric Fans etc.	<b>PhP3,242.00</b>	CSC RO1 Building, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union

- 2.2 The above unserviceable properties shall be sold per lot on an “AS-IS-WHERE-IS” basis.

### 3. SCHEDULE OF BIDDING

- 3.1 The public bidding shall be conducted on an **“AS-IS-WHERE-IS”** basis by the CSCRO1 Disposal Committee on **July 9, 2024; 09:30 AM** at the **CSCRO1, Conference Room, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union.**

### 4. BID DOCUMENTS

- 4.1 Complete set of Bid Documents shall include:
- 4.1.1 The Invitation to Bid (ITB) which includes the date, time and place of the pre-bid conference (where applicable), submission and opening of bids;

- 4.1.2 Instruction to Bidders (IB), which includes the Terms and Conditions of Sale;
- 4.1.3 The Auction Tender; and
- 4.1.4 The Bid Bond which is at least 10% of the bid price per lot;

## 5. QUALIFICATION OF BIDDERS

- 5.1 Natural and juridical persons, associations, partnerships or corporations with legal capacity and compliant with the prescribed rules and regulations may participate in the sale by public auction.
- 5.2 Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Owner of the firm, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.
- 5.3 The bidder/person/individual/partnership/corporation shall not be a member of the CSCRO1 Disposal Committee.

## 6. PRE-BID CONFERENCE

- 6.1 The pre-bid conference will be held on **July 2, 2024; 09:00AM** at the **CSCRO1, Conference Room, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union.**
- 6.2 Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Agency's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin.
- 6.3 Any statement made at the pre-bid conference shall not modify the terms of the bidding documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## 7. INSPECTION OF UNSERVICEABLE PROPERTIES

- 7.1 **UNSERVICEABLE PROPERTIES (1 Lot)** may be visited for inspection at the CSCRO1, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union anytime from **June 25, 2024 to July 1, 2024 (except weekend and holiday/s)** with prior coordination with the CSCRO1 Disposal Committee Secretariat. Inability of the bidder to inspect the unserviceable properties and equipment subject for disposal does not affect the submitted bid. However, it will be understood that the bidder is aware of the conditions of these disposable properties.

## 8. ACCOMPLISHMENT AND SUBMISSION OF AUCTION TENDER

- 8.1 ***Preparation of the Bid Tender.*** Any qualified bidder shall accomplish an Auction Tender clearly indicating the following:
- a. The description of the items/lots with the corresponding auction offer in words and figures;
  - b. The name and signature of the bidder;
  - c. The business or residence address of the bidder;
  - d. Proof of identification of the bidder; and
  - e. Terms and conditions offered regarding bidder's bond, payment, default and delivery, if any.
- 8.2 A bidder shall accomplish the **Auction Tender in at least three (3) copies**, preferably typewritten. The bid/s should be properly signed and submitted using the prescribed template;
- 8.3 Aside from the accomplished Auction Tender, the following are likewise required to be submitted:
- a) For businesses/firms/partnership/corporation, Valid and Current Mayor's Permit;
  - b) For individuals, any Valid Government Issued ID;
  - c) Duly Signed Instruction to Bidders; and
  - d) Bid Bond which is at least 10% of the Floor Price;
- 8.4 The envelope containing the auction tender and other bidding requirements should be securely sealed, marked/labeled with the project title as appearing in the Invitation to Bid, the bidder's name, address and contact number.
- 8.5 Any erasures or interlineations should be avoided or duly initialed by the bidder.
- 8.6 The sealed bids shall be addressed to as follows:
- DIRECTOR III CORNELIA M. RILLERA***  
*Chairperson, Regional Disposal Committee*  
*Civil Service Commission Regional Office 1*  
*Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union*  
*Telephone No. (072) 700-5626*
- 8.7 The deadline of submission of bids (all requirements including the auction bond) will be received until **July 9, 2024; 09:00AM at the CSCRO1, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union.**

8.8 Bids submitted beyond the scheduled time and date shall no longer be accepted.

## **9. AUCTION BOND**

9.1 All requirements, including the auction bond, shall be submitted on the set deadline. The auction bond shall accompany the auction tender equivalent to at least 10% of the minimum auction price set by the government. Auction Bonds may be in the form of cash or manager's/cashier's check from a commercial or universal bank. In cases where tenders are paid electronically, proof of cash payment for the auction bond shall be allowed.

9.2 Auction bonds of non-winning bidders shall be returned immediately after the announcement of the winning bidder without interest or any other charges.

## **10. DEFECTIVE AUCTION TENDERS**

10.1 Auction tenders that are not in the prescribed form and/or not accompanied by the auction bonds at the time of the opening of bids are considered defective bids.

10.2 Defective bids are automatically disqualified.

## **11. WITHDRAWAL OF BIDS**

11.1 A bidder may be allowed to withdraw an auction tender before the deadline of submission. The auction tender shall be returned unopened.

11.2 After the opening of the auction tender, no bidder shall be allowed to withdraw an offer.

## **12. OPENING OF AUCTION TENDER**

12.1 All auction tenders shall be opened at the time, date and place set in the invitation to bid through the direction of the CSCROI Disposal Committee. Bidders or their duly authorized representatives may witness the proceedings physically or through video conferencing or similar platform. Further, the bidding proceedings shall be livestreamed in media platforms available in the agency.

12.2 If the highest auction falls below the floor price, the agency shall determine whether or not the difference is excessive:

- a) The amount of deviation of the highest auction from the floor price is considered excessive when it is greater than 10% of the floor price plus the cost of calling another public auction. Therefore, the agency shall call for another public auction with the floor price reduced by 10%.

- b) If the difference is not found excessive, the agency shall continue with the sale of the unserviceable properties.
- 12.3 If the second auction fails, i.e, the highest auction is still excessively lower than the reduced floor price, the properties may be sold through Negotiated Sale.
- 12.4 The auction tender/s shall be signed by the members of the CSCRO1 Disposal Committee or their authorized representatives who had actually attended the opening of auction tenders immediately after it is opened and announced in order to confirm compliance with the requirements of the auction. The members of the committee or their authorized representatives may opt to attach their wet or digital signature to auction tenders submitted electronically.
- 12.5 The bid tender/s shall be filed for safekeeping by the Secretariat of the CSCRO1 Disposal Committee.

### **13. ABSTRACT OF BIDDING**

- 13.1 An Abstract of Bidding shall be prepared in triplicate copies, indicating the name of the agency, date, time and place of auction, names of bidders and their corresponding auction tender and auction bond, and in case of disqualification of bidders, the reason thereof.
- 13.2 The Abstract of Bids shall be signed by the members of the Disposal Committee.
- 13.3 The Committee members may opt to attach their wet or electronic signatures for submissions done electronically or through the electronic auction systems already existing in the agency. Regardless of the format, the Secretariat shall keep safe the copies of the abstract of auctions.

### **14. FAILURE OF PUBLIC AUCTION**

- 14.1 Failure of public auction shall be declared under any of the following cases:
  - a) No auctions were received; or
  - b) All bidders failed to comply with the terms and conditions prescribed in the invitation to bid.
- 14.2 In case of a failed first public auction, a re-auction shall be scheduled.
- 14.3 In case of failure on the second auction, the CSCRO1 Disposal Committee may dispose the properties through Negotiated Sale.

## **15. NEGOTIATED SALE**

- 15.1 In case the second public auction fails, the properties may be disposed through Negotiated Sale:
- a) Negotiation within one (1) month from the date of the second failed auction shall be done with the bidders of the first and/or second failed auction and other prospective bidders at a price not lower than 80% of the appraised value.
  - b) If negotiation is done after one (1) month from the second failed auction, prospective bidders shall include potential buyers other than those earlier mentioned.
  - c) If negotiation shall take place after six (6) months from the date of the second failed auction, the properties shall be reappraised and sold at a price not lower than 90% of the reappraised value.
- 15.2 Auction bonds shall be required from all participants in the negotiation. Submission of auctions electronically shall also be allowed for negotiated sale.

## **16. AWARDING OF SALE**

- 16.1 Award shall be given to the highest complying bidder.
- 16.2 When two (2) or more complying bidders made identical offers, public auction by viva voce between those who made identical auctions shall be resorted to at a price not less than the offered auctions, immediately on the same day if both bidders or their authorized representative are present either physically or through videoconferencing or similar platform.
- 16.3 Awarding of sale shall be done immediately after the opening of auctions, if practicable. Auction bonds of losing bidders shall be returned immediately after the announcement of the winning bidder.
- 16.4 In case of deferment of award, a temporary receipt shall be issued by the agency to acknowledge the submission of the auction bond. Once the Disposal Committee completes its deliberations and determines the winning bidder, auction bonds of losing bidders shall be returned upon presentation of the receipt immediately after awarding of the winning bidder. Deferment of award shall not exceed five (5) working days from date of opening of tenders.
- 16.5 The bidders or their duly authorized representatives shall attend the awarding physically or through video conferencing or similar platforms.



## 17. PAYMENT

- 17.1 Upon award, the auction bond shall be considered as partial payment and the difference between such payment and the offered auction price shall be paid in the form of cash or cashier's/manager's check, or any other digital modes of payment in accordance to EO No. 170 s. 2022 or existing laws, rules and regulations. The full payment shall be made **within five (5) working days from the date of the notice of award.**
- 17.2 Failure to pay within the prescribed period shall result in the cancellation of the award and forfeiture of the auction bond. Subsequently, the award shall be given to the second highest bidder who shall post a new bond upon acceptance of the award.

## 18. CLAIMING OF AWARD

- 18.1 Withdrawal of the disposed unserviceable property shall be made only by the awardee after full payment of the auction price. It shall be done in the presence of the Property Officer or duly authorized representative and witnessed by the Disposal Committee.
- 18.2 The Property Officer shall accomplish a tally-out sheet as evidenced of actual withdrawal. The tally-out sheet shall be signed by the authorized agency official and the buyer acknowledging receipt of the items.
- 18.3 Claims shall be made only during official government working hours **starting July 16, 2024 to August 15, 2024 except holidays and weekends (30 Calendar Days from the Award).**
- 18.4 Failure on the part of the awardee to claim the property within the specified period, shall cancel the award. The awardee shall then be charged reasonable storage fees and other incidental expenses.
- 18.5 Unjustified failure to withdraw the properties within the fixed period set shall be grounds for the forfeiture of the auction bond.
- 18.6 If the properties remain unclaimed after the lapse of the period to withdraw, ownership of the properties shall automatically revert to the government and may be disposed of in accordance with the COA-DBM Joint Circular No. 2024-1.

**19. TAXES, CUSTOMS DUTIES, COSTS OR CHARGES**

- 19.1 The buyer of the properties for disposal shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied in connection with the sale of the properties.
- 19.2 All expenses incidental to the withdrawal of the property shall be borne by the winning bidder.

**20. RESERVATION CLAUSE**

- 20.1 The CSCRO1 Disposal Committee reserves the right to reject any or all bids, waive any infirmity contained hereto and accept the offer most advantageous to the Commission, without any obligation on the part of CSCRO1 to explain the reasons thereof.
- 20.2 CSCRO1 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, and copies will be furnished to all prospective bidders.
- 20.3 In consideration of its best interest, CSCRO1 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.

**21. ACCEPTANCE OF BID TERMS AND WAIVER OF RIGHTS TO ENJOIN PROTEST**

- 21.1 The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by the CSCRO1 Disposal Committee and therefore waive any right it may have seek and obtain a writ of injunction or prohibition or restraining order against CSCRO1, 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.

**CONFORME:**

\_\_\_\_\_  
Individual/Business Name

\_\_\_\_\_  
Signature of the Bidder / Authorized Representative/Date Signed

\_\_\_\_\_  
Position (If applicable)

\_\_\_\_\_  
Business/Residence Address of the Bidder

\_\_\_\_\_  
Government ID Number/Business License Number/CTC

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

**Bidder's Company or Personal Letterhead (if any)**

\_\_\_\_\_  
Date

**AUCTION TENDER**

**Director III CORNELIA M. RILLERA**

Chairperson, Regional Disposal Committee

Civil Service Commission Regional Office 1

Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union

Madam:

In response to your notice of sale and in accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for the Sale of Unserviceable Properties and Equipment, to be bidded at **09:30 AM on July 9, 2024 at the Civil Service Commission Regional Office 1, Quezon Avenue, Brgy. Sevilla, City of San Fernando, La Union**, hereunder is my bid offer:

<b>Lot</b>	<b>Description</b>	<b>Floor Price</b>	<b>Bid Offer (in words and figures)</b>
<b>1</b>	Various Unserviceable Desktop Computers and Parts, Printers, Time Stamp Machine, Air Conditioning Unit, Xerox, Scanner, Fax Machine, Television, Chairs, Intercom, Shredding Machine, CCTV DVRs, UPS, Electric Fans etc.	<b>PhP3,242.00</b>	

It is understood that CSCRO1 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 CSCRO1 to explain the reasons thereof. Enclosed is the required Auction Bond in the amount of P \_\_\_\_\_ which is equivalent to [at least] ten percent (10%) of the Minimum Auction/Floor Price.

Very truly yours,

\_\_\_\_\_  
Name & Signature of the Bidder /Authorized Representative/Date

\_\_\_\_\_  
Government ID Number/Business License Number/CTC