

ITB NO. 2018-07-002
July 26, 2018

**INVITATION TO BID
ON "AS IS" "WHERE IS" BASIS**

The Office of the Ombudsman for the Visayas, through its Ombudsman Disposal Committee, now invites all interested parties to participate in the public bidding of various unserviceable properties on "AS IS" "WHERE IS" basis, to wit:

ITEMS TO BID FOR:

ITEMS NAME	FLOOR PRICE	LOCATION
Lot : Unserviceable properties consisting of laptops, CPUs, Type Writers, Monitors, Chairs, UPS, etc. under Inventory and Inspection Report of Unserviceable Property (IIRUP) as of December 31, 2017	Php 5.00 / kilo	Office grounds

Bidders shall be allowed to conduct physical inspection of the unserviceable properties on August 1-2, 2018 during office hours from 9:00 A.M. to 12:00 Noon. The bidders shall inform the Ombudsman Disposal Committee through a written notice confirming their conduct of inspection. It shall be submitted during or prior to the opening of bids.

The Office of the Ombudsman will hold a pre-bid conference on August 7, 2018, 2:00 P.M. at the Ombudsman Public Assistance and Corruption Prevention Bureau (PACPB) Conference Room, D.A. Compound, M. Velez Street, Guadalupe, Cebu City which shall be open to all interested parties.

A non-refundable Bid Fee of One Hundred Pesos (Php 100.00) shall be paid to the Office of the Ombudsman Cashier. Upon payment of the bid fee, the interested buyers may secure the Bid Form from Mr. Edjelo E. Lim, Secretariat, Ombudsman Disposal Committee, Office of the Ombudsman, Cebu City.

Qualified bidders shall be required to post a refundable Bidder's Bond in the amount of Two Thousand (P 2,000.00) either in cash or manager's check. For the winning bidder, the Bid Bond shall constitute as the initial payment for the item/equipment.

The sealed bid/offer must be delivered on or before 12:00 Noon, August 8, 2018 at the Conference Room, Office of the Ombudsman, D.A. Compound, M. Velez Street, Guadalupe, Cebu City. All bids must be accompanied by a bidders bond in the amount stated in No. 6 of the Terms and Conditions.

Opening of the sealed bids shall be held on August 8, 2018, 1:30 P.M. at the Ombudsman Conference Room, in the presence of the bidders or their duly authorized representative.

The Office of the Ombudsman for the Visayas reserves the right to accept or reject any liability to the affected bidder/s.

The attached Terms and Conditions shall apply to the public bidding of unserviceable properties of the Office of the Ombudsman for the Visayas.

For further information, please refer to:

Edjelo O. Lim

Secretariat, Office of the Ombudsman
Disposal Committee
Office of the Ombudsman for the Visayas
D.A. Compound, M. Velez St., Guadalupe, Cebu City
Tel. No. (032) 253-0292/412-5440

Very truly yours;

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ATTY. CARLA JURIS N. TANCO
Assistant Ombudsman /
Chairperson, Disposal Committee



ATTY. REYNALDO R. EJES
GIPO II / Vice-Chairperson and
Member, Disposal Committee

TERMS AND CONDITIONS

ITB No. 2018-07-001

1. The Bidding shall be through Public Auction/Bidding in an "AS IS" "WHERE IS" basis to be undertaken by the Office of the Ombudsman Disposal Committee.
2. The Invitation to Bid shall be posted in the Office of the Ombudsman Bulletin Board and in any conspicuous places in Cebu City Hall, Cebu Provincial Capitol and at the Ombudsman Website.
3. The Bid Forms (Bid Form Nos. 1-2) may be obtained from the Supply Division, Office of the Ombudsman for the Visayas, after payment of One Hundred Pesos (Php 100.00) to the Ombudsman Cashier. Only prospective bidder who purchased bid documents/forms shall be allowed to participate in the opening of bid. For other information/details, please see Mr. Edjelo E. Lim, Secretariat, Office of the Ombudsman Disposal Committee, Office of the Ombudsman for the Visayas.
4. Interested bidders are required to submit the following:
 - For Individual bidders:
 - a. Current Residence Certificate
 - b. Tax Identification Number
 - c. Income Tax Return for 2017
 - d. Affidavit of Understanding
 - For Company bidders:
 - a. Valid and Current Mayor's Permit where the principal office is located.
 - b. Income Tax Return for 2017
 - c. Affidavit of Understanding
5. Accomplished Bid Forms should be sealed in an envelope and be submitted to the Ombudsman Disposal Committee through its drop box located at the Supply Division not later than 12:00 noon on August 7, 2018.
6. Qualified bidders shall be required to post a refundable Bidder's Bond in the amount of Two Thousand (P 2,000.00) either in cash or manager's check. For the winning bidder, the Bid Bond shall constitute as the initial payment for the item/equipment.
7. The bid price should not be lower than the Floor Price or total appraised value. The highest bidder shall be considered as the winning bidder.
8. Bids that are not in prescribed form (eg. unsigned bids) and/or those not accompanied or guaranteed by Bid Bonds at the time of opening of bids are considered defective bids. Defective bids are automatically disqualified.
9. A bidder may be allowed to withdraw a tendered bid before the time of opening of the bids. His bid shall be returned unopened.
10. After the opening of the bids, no bidder shall be allowed to withdraw his offer unless the following conditions are met:
 - a. There is a mistake in the offer.
 - b. The mistake refers to the object or principal conditions of the proposal.
 - c. The reasons for such mistake must be conclusive and convincing.

During the opening of bids, the following shall be observed:

- a. Bids submitted after the 12:00 noon deadline shall not be accepted.
 - b. All bids shall be opened at 1:30 p.m. of August 7, 2018 at the Office of the Ombudsman Conference Room.
 - c. The Ombudsman Disposal Committee shall declare the validity and accuracy of all bids received/tendered.
 - d. An Abstract of Bids/Quotations shall be prepared and shall be approved/signed by the Ombudsman Disposal Committee.
11. The winning bidder shall be informed by the Ombudsman Disposal Committee through a Notice of Award.
 12. The winning bidder/s must make full payment of the bid not later than one (1) week after receipt of the Notice of Award. Payment shall be made to the Ombudsman Cashier. The Official Receipt (O.R.) shall be presented to the Supply Division for the Authority to Release/Gate Pass.
 13. Any of the Ombudsman Unserviceable properties for auction/bidding not taken by the winning bidder within one (1) week period shall be forfeited and shall be awarded to the second highest bidder without need of further notice.
 14. All Ombudsman employees (regular, contractual, job order), member of the Ombudsman Disposal Committee, and Supply Division and their relative within the fourth degree of consanguinity or affinity are disqualified to join the said auction/bidding.

**Bidder's Company or Personal Letterhead
(with Address and Contact Number)**

The Ombudsman Disposal Committee (ODC)

Submitted herewith is my bid proposal in response to Office of the Ombudsman for the Visayas-
ODC ITB No. 2018-07-002 dated August 7, 2018:

ITEMS NAME	FLOOR PRICE	BID PRICE
Lot : Unserviceable properties consisting of laptops, CPUs, Type Writers, Monitors, Chairs, UPS, etc. under Inventory and Inspection Report of Unserviceable Property (HRUP) No. ____ dated ____	Php 5.00 / kilo	

It is understood that Office of the Ombudsman for the Visayas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder/s.

I have read and fully understood the instruction to Bidders.

Very truly yours,

Signature:

Printed Name:

Tax ID No. (TIN):

Address

Contact:

AFFIDAVIT OF UNDERTAKING

REPUBLIC OF THE PHILIPPINES
PROVINCE OF CEBU
CEBU CITY

I, _____, of legal age, single/married and residing at _____ after being sworn to in accordance with law, dispose and say:

1. That I fully understood the Terms and Conditions of this bidding;
2. That I will abide by the relevant auditing, accounting and Ombudsman policies and rule on disposal, including COA Circular No. 89-296 dated January 27, 1989;
3. That I, if declared winner, will take out items completely starting _____ to _____;
4. That I will forfeit my right to claim for failure to do so without need of further notice;
5. That I had not offered any monetary or non-monetary consideration or favor to any Ombudsman Disposal Committee member or employee of the Office of the Ombudsman for the Visayas.

IN WITNESS WHEREOF, I have hereto set my hand this _____ day of _____, 2018, in the Municipality of _____, Province/City of _____, Philippines.

Signature of Affiant

SUBSCRIBED and sworn to before me in the Province/City of _____. This _____ day of _____, 2018 by _____ with (valid id), issued at _____ on _____

SCHEDULE OF BIDDING ACTIVITIES

ACTIVITY		DATE/TIME
a)	Posting of "Invitation to Bid" in the Ombudsman Bulletin at the Office of the Ombudsman for the Visayas and in any conspicuous places in Cebu City Hall, Cebu Provincial Capitol and at the Ombudsman Website.	July 30, 2018
b)	Issuance of Bid Form to Interested Parties/Bidders after payment of non-refundable bid fee of One Hundred Pesos (Php 100.00)	July 31 – August 7, 2018
c)	Pre-inspection of Unserviceable Properties during office hours from 9:00 A.M. to 12:00 Noon.	August 1-2, 2018
d.)	Deadline for Submission of sealed Bid Form and Bid Bond	August 8, 2018 (12:00 noon)
e)	Opening of Sealed Bid Forms at Ombudsman Conference Room	August 8, 2018 (1:30 pm)
f)	Ombudsman Disposal Committee Evaluation and Recommendation	August 9, 2018
g)	Ombudsman's Approval and Issuance of Notice of Award	August 10, 2018
h)	Payment and pull-out of Unserviceable Properties by the Winning Bidder	August 13-18, 2018

It is understood that the Office of the Ombudsman for the Visayas reserves the right to accept or reject any bid, to annul bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

All communications should be addressed to the Ombudsman Disposal Committee, Office of the Ombudsman for the Visayas, D.A. Compound, M. Velez St., Guadalupe, Cebu City.

ATTY. CARLA JURIS N. TANCO
Assistant Ombudsman /
Chairperson Disposal Committee

ATTY. REYNALDO R. EJES
GIPO II / Vice-Chairperson Disposal
Committee