



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT  
**NATIONAL COMMISSION ON INDIGENOUS PEOPLES**

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**INVITATION TO BID**

NCIP Bid No. : 2024-03-001

Date: Mar. 18, 2024

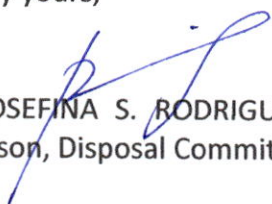
Dear Sir/Madam:

Please quote your offer price for the used/unserviceable properties indicated in the attached list and submit your proposals printed preferably in your company's/firm's or personal letterhead with your name, signature, company name (if any), address and contact numbers. Submit the duly accomplished proposals on or before **April 1, 2024, 9:30am**. Place your proposals together with the bid bond amounting to not less than **Php2,000.00** in a sealed envelope with the ITBid No. above, your name, address and contact numbers. Unsigned proposals, proposals below the floor price and those without the corresponding bid bond shall be rejected.

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) NCIP reserves the right to accept or reject any or all bid, including that of a single eligible bid, and to annul the bidding process at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

For details, please see attached Instructions to Bidders (ITB).

Very truly yours,

  
ATTY. JOSEFINA S. RODRIGUEZ-AGUSTI  
Chairperson, Disposal Committee

### SUMMARY OF UNSERVICEABLE PROPERTIES

ITEM No.	PARTICULARS	Number of Items	Remarks
1	MAP SCANNER	1	
2	DOCUMENT SCANNER	7	
3	FIREWALL	2	
4	PLOTTER	1	
5	SERVER	1	
6	UNINTERRUPTED POWER SUPPLY	8	
7	COPIER MACHINE	3	
8	TELEVISION	1	
9	LAPTOP	23	
10	CENTRAL PROCESSING UNIT (CPU)	24	
11	DESKTOP MONITOR	6	
12	LCD PROJECTOR	2	
13	SWITCH, Baseline	7	
14	LECTERN	1	
15	LETTERING GUIDE	1	
16	MICROWAVE OVEN	2	
17	COMPUTER PRINTER	18	
18	BINDING MACHINE	1	
19	TRIMMER/CUTTING MACHINE	1	
20	TELEPHONE UNIT	21	
21	DOCUMENT CAMERA	1	
22	SHREDDER	5	
23	AMPLIFIER	1	
24	CHAIRS	10	
25	CHAIRS	36	
26	ELECTRIC FAN	4	
27	CAR BATTERY	1	
28	WEIGHING SCALE	1	
29	ELECTRONIC STAPLER	1	
30	EXHAUST FAN	1	
31	COPIER TABLE	1	
32	KEYBOARD	19	
33	VAULT	1	
34	CLOCK	1	
35	ROUTER	4	
36	AUTOMATIC VOLTAGE REGULATOR (AVR)	2	
37	ELECTRIC AIRPOT	1	
38	VEHICLE TIRE	8	
39	COMPUTER SPEAKER	3	



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**INSTRUCTIONS TO BIDDERS (ITB)**

**Disposal of Used/Unserviceable Properties and Equipment**

**A. Inspection of Unserviceable Properties and Equipment**

The unserviceable properties and equipment for sale are available for inspection/viewing until March 27, 2024 at the NCIP Central Office in Quezon City.

**B. Schedule of Public Auction**

The public bidding shall be conducted on a one (1) lot and "as is, where is" basis by the NCIP Disposal Committee (NDC). Schedule of opening of bids is on April 1, 2024, 10:00A.M. at the NCIP Conference Room, 7<sup>th</sup> Floor, Sunnymede IT Center, 1614 Quezon Avenue, Bgy. South Triangle, Quezon City.

**C. Qualification of Bidders**

Individuals, partnerships and/or corporations are qualified to participate in the public auction, subject to the submission of the required or applicable documents, such as but not limited to: Permit to Operate, BIR Certificate of Registration, SEC Registration or DTI. 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. Floor Price**

Floor price of one (1) lot used & unserviceable properties, has been set in accordance with accounting and auditing rules and regulations (please refer to the attached List of Properties and Equipment with Floor Price).

**E. Submission of Bids and Bid Bonds**

1. The bid must be submitted using the company's/firm's or personal letterhead (see attached Annex "A") to the NCIP Disposal Committee or to its assigned Secretariat, 7<sup>th</sup> Floor, Sunnymede IT Center, 1614 Quezon Avenue, Bgy. South Triangle, Quezon City, in a sealed envelope and shall be labeled with the NDC-ITBid No., the bidder's name, address and contact number. The NDC shall not be responsible for any tampering of bids that were not sealed.
2. A Bid Bond amounting to not less than Two Thousand Pesos (PhP2,000.00) in the form of Cash, must be submitted and placed inside the sealed bid envelope. Bids submitted below the floor price and/or without the corresponding Bid Bond shall be disqualified.

3. A Bid Box shall be made available where bidders should place their bids; and,
4. Deadline of submission of bids is on April 1, 2024, 9:30a.m. Bids submitted beyond said deadline shall not be accepted.

**F. 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 NDC prior to the deadline of submission 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 NDC 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.

**G. Opening of Bids**

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of NDC members and the bidders who chose to attend.
2. An Abstract of Bids shall be prepared by the NDC Secretarial for signature of the NDC members and approval of the Head of the Agency or his authorized representative.

**H. Awarding of Bids**

1. Award shall be made to the highest bidder.
2. In case of a tie, the NDC 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 NDC's other courses of action and remedies open to it.

**I. 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. Payment through salary deduction, in case of winning bidders from NCIP, shall not be allowed;
3. An Official Receipt shall be issued by the NDC/NCIP covering the payment made by the winning bidder; and
4. 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 future biddings.

**J. Pick-up/Hauling of the Property 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 property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne by the winning bidder; and
3. In case the winning bidder fails to complete the pick-up/hauling of the property within the prescribed period, the award shall be revoked/cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

**K. Forfeiture/Return of the Bid Bond**

1. The Bid Bond shall be forfeited in favor of NCIP 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 property 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 properties.

**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 the bid requirements, all bids are below the floor price, the winning bidder refuses to accept the award or the winning bidder fails to make the payment as required.

CONFORME:

\_\_\_\_\_  
Name & Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

[Letter Head]

**The NCIP Disposal Committee**

Submitted herewith is my bid proposal in response to the Invitation to Bid No. 2024-03-001 dated March 18, 2024 and its Instruction to Bidders for the Disposal of Unserviceable Properties and Equipment:

Description	Floor Price	Bid Price
One (1) lot unserviceable properties and equipment consisting of furniture, ICT and other office equipment	PhP15,000.00	

It is understood that NCIP reserves the right to accept or reject any bid, including that of the single eligible bidder, waive any minor deviation in the bid which will not materially affect the substance of the bid and to annul the bidding process at any time prior to award, without incurring any liability to the affected bidder or bidders.

I have ready and fully understood the Instruction to Bidders.

Very truly yours,

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Company name, if any: \_\_\_\_\_  
 Address : \_\_\_\_\_  
 : \_\_\_\_\_  
 Email : \_\_\_\_\_  
 Tel. /Fax : \_\_\_\_\_  
 TIN : \_\_\_\_\_