



## INVITATION TO BID

ATIR1-DC-2022-01  
 August 5, 2022

Dear Sir/Madam:

Please quote your offer price in the item/s indicated below and submit your proposals printed 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 September 1, 2022 at 8:30 in the morning. Place your proposals together with the corresponding bid bond (10% of the floor price) in a sealed envelope with the ATIR1-DC no. above, your name, address and contact numbers. Unsigned proposals, below the floor price and those without the corresponding bid bond shall be disqualified.

Item/Description	Floor Price	Location
Aircon – National, Model: CW-SC 100 APH SN 150904869	13,910.00	ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
CARRIER, Model APMRMISOBBA w/ swing fan; Premier Edition		ATI Satellite Center, Batac City, Ilocos Norte
Aircon-GREE, LF 7.5 STD 3TR IS#197089		ATI Satellite Center, Batac City, Ilocos Norte
Aircon-GREE, LF 7.5 STD 3TR IS#197089		ATI Satellite Center, Batac City, Ilocos Norte
Aircon CARRIER, Model APMRT18013A w/ swing fan; Premier Edition		ATI Satellite Center, Batac City, Ilocos Norte
Floor Polisher – Wilson, 254, 230V, 186kw, 1hp		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Floor Polisher		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Copying Machine Kyocera-Mita Digital Copier KM-1820		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Copier Kyocera Copying Machine K-1635		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Laptop ACER, TRAVEL MATE 661xC		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Laptop Neo Empriva, 540 SVB Intel Core Solo T1300 Vista Home Basic, 14"MXGA (1280x768) TFT		

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**AGRICULTURAL TRAINING INSTITUTE**  
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 Tebag East, Sta. Barbara, Pangasinan  
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Laptop Acer 32354G50MN Core 13-2350 14" 4GB DDRIII		
Laptop Neo Vivid V3153 Pink		
Laptop Acer Aspire SN:LXP530C098002249D41601		
Laptop Acer Aspire		
Television ony KV 340034" Trinitron Stereo/KV-32-HSR10 S/N: 8033017		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan
Television ony KV 340034" Trinitron Stereo/KV-32-HSR10 S/N: 8032877		
Fax machine Facsimile		ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan

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

For more details, please see attached instructions to Bidders (ITB)

Very truly yours,

  
 ROGELIO C. EVANGELISTA, DPA  
 Center Director

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## INSTRUCTION TO BIDDERS

### DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH BIDDING (Located at ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan) ATIR1-DC-2022-01

#### A. Inspection of Unserviceable Properties

Unserviceable properties consisting of office and IT equipment for sale are available for viewing from August 15-19, 2022 at the ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan (items listed at Pangasinan) and ATI-RTC I, Satellite Training Center, Batac City, Ilocos Norte (items listed at Batac City, Ilocos Norte).

#### B. Schedule of Bidding

The bidding shall be conducted on an “as is, where is” on a per lot basis by the ATI Disposal Committee (ATI-DC) on September 1, 2022 at the ATI-RTC I 4H Conference Room.

#### C. Qualification of Bidders

Any person, partnership or corporation complying with the prescribed rules and regulations may participate in the sale by public bidding.

#### D. Floor Price

A floor price of the property, has been set in accordance with accounting and auditing rules and regulations in the total amount of Thirteen Thousand Nine Hundred Ten Pesos (Php 13,910.00).

#### E. Submission of bids

1. The bid must be submitted using the company's/firm's or personal letterhead (see attached Annex A) to the ATI-DC Secretariat, Admin Building, ATI-RTC I, Tebag East, Sta. Barbara, Pangasinan in a sealed envelope and shall be labeled with ATIR1-DC no., the bidder's name, address and contact number;
2. A bid Bond amounting to 10% of the floor price 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 Bonds shall be disqualified.
3. A tender Box shall be made available where bidders should place their bids; and
4. Deadline of submission of bids is at 8:30 AM August 3, 2022. Bids submitted beyond said deadline shall not be accepted.

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#### F. Opening Bids

1. Opening of bids will immediately follow after the deadline of submission of bids in the presence of at least 1 ATI-DC member and the bidders who chose to attend; The time of opening of Bids shall be 9:00 AM at ATI-RTC I 4H Conference Room.
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids;
3. An Abstract of Bids shall be prepared by the ATI-DC Secretariat for reference.

#### G. Awarding of Bids

1. Award shall be made to the Highest bidder;
2. If the highest bids amount are the same of the two (2) or more bidders, the ATI-DC shall result to toss coin or draw lots to determine the winning bidder;
3. The winning bidder refuses to accept the award, said bidder will be blacklisted and shall not be allowed to participate in the future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

#### H. Payment

1. The winning bidder shall be given fifteen (15) calendar days from receipt of the Notice to Proceed to pick-up and haul the property;
2. Expense incidental to the pick-up/hauling of the property shall be shouldered 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.

#### I. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of ATI 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.

#### J. Failure of Bidding

Failure of bidding shall be declared in the following instances;

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If prospective bidders are declared ineligible, no bid or on 1 bid is received, all bids fail to comply with the bid requirements, all bids are below the floor price and, subject to the conditions in Section G.3 and H.4, the winning bidder refuses to accept the award or the winning bidder fails to make the payment on time.

CONFORME

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
For inquiries, please contact Ms. Amor Joyce M. Marcelo at 075-5232266 /  
Mr. Franklin A. Salcedo at 09176507190

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ATI-RTC I Disposal Committee

Submitted herewith is my bid proposal in response to ATIR1-DC-2022-01 dated \_\_\_\_\_:

Item/Description	Floor Price	Bid Price
Aircon – National, Model: CW-SC 100 APH SN 150904869		
CARRIER, Model APMRMISOBA w/ swing fan; Premier Edition		
Aircon-GREE, LF 7.5 STD 3TR IS#197089		
Aircon-GREE, LF 7.5 STD 3TR IS#197089		
Aircon CARRIER, Model APMRT18013A w/ swing fan; Premier Edition		
Floor Polisher – Wilson, 254, 230V, 186kw, 1hp		
Floor Polisher		
Copying Machine Kyocera-Mita Digital Copier KM-1820		
Copier Kyocera Copying Machine K-1635	13,910.00	
Laptop ACER, TRAVEL MATE 661xC		
Laptop Neo Empriva, 540 SVB Intel Core Solo T1300 Vista Home Basic, 14"MXGA (1280x768) TFT		
Laptop Acer 32354G50MN Core 13-2350 14" 4GB DDRIII		
Laptop Neo Vivid V3153 Pink		
Laptop Acer Aspire SN:LXP530C098002249D41601		
Laptop Acer Aspire		
Television ony KV 340034" Trinitron Stereo/KV-32-HSR10 S/N: 8033017		
Television ony KV 340034" Trinitron Stereo/KV-32-HSR10 S/N: 8032877		
Fax machine Facsimile		

It is understood that ATI reserves the right to accept or reject any bid, including that of a single eligible bid, to annual the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

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I have read and fully understood the instruction to bidders:

Very truly yours,

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

TAX ID No. (TIN) : \_\_\_\_\_

Address : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

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