



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792  
Email: ati\_director@ati.da.gov.ph & ati\_director@yahoo.com  
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## INVITATION TO BID

ATI-DC-ITBid 2021-01  
June 30, 2021

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 July 19, 2021 10:00 a.m.** Place your proposals together with the corresponding bid bond (**10% of the floor price**) in a sealed envelope with the ATI-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 Name/Description	Floor Price	Location
One (lot) waste materials from Construction	Php 20,710.00	ATI Compound, Elliptical Road, Diliman, Quezon City

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 any bid, including that of a single eligible bid, to annul the bidding process, and to 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,

  
**ALFREDO S. ATON, MPS-DM**  
Director 



## INSTRUCTIONS TO BIDDERS

### DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH BIDDING (Located at ATI Compound) ATI-DC-ITBid 2021-01

#### A. Inspection of Unserviceable Properties

Unserviceable properties consisting of office and IT equipment, furniture, fixtures and scrap/waste materials for sale are available for viewing from July 1-15, 2021 at the ATI Compound, Elliptical Road, Diliman, Quezon City;

#### 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 July 19, 2021 at the ATI Boardroom Conference Room,;

#### C. Qualification of Bidders

Individuals including ATI employees, partnerships, corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the ATI-DC;

#### 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 Twenty Thousand Seven Hundred Ten Pesos (Php20,710.00)

#### 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, (IAU) Basement, ATI Building, Diliman, Quezon City** in a sealed envelope and shall be labeled with the ATI-DC-ITBid 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 Bond 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 **10:00 am July 19, 2021**. Bids submitted beyond said deadline shall not be accepted.



#### **F. Opening of 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 10:30 AM at ATI Boardroom.**
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 results 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 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 five (5) 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 borned 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;

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 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.



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**CONFORME**

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

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
For inquiries, please contact Ms. Arlene S. Nilo at Tels Nos 929-85-41 loc 224/  
Mr. Jose D. Tanhueco at Tel No. 929-85-41 loc 273



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## ATI-Disposal Committee:

Submitted herewith is my bid proposal in response to ATI- DC-ITBid 2021-01 dated June 30, 2021:

Item Name/Description	Floor Price	Bid Price
One (lot) Lot Unserviceable properties consisting of office/IT equipment, furniture, fixtures and scrap /waste materials	Php 20,710.00	

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.

I have read and fully understood the instructions to Bidders:

Very truly yours,

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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