



Department of Environment and Natural Resources
DENR Regional Office VIII
Sto. Niño Extension, Tacloban City, 6500, Leyte, Philippines
Tel. Nos. (053) 832-0825 / 832-0281

BID DOCUMENT FOR THE DISPOSAL THROUGH NEGOTIATED SALE OF UNSERVICEABLE RP VEHICLE

Bid No. 2023-07-02-DENR RO8
(Negotiated Sale Due to Two-Failed Biddings)

13 October 2023



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Department of Environment and Natural Resources
DENR Regional Office VIII
Sto. Niño Extension, Tacloban City, 6500, Leyte, Philippines
Tel. Nos. (053) 832-0825 / 832-0281

SECTION I

SCHEDULE OF REQUIREMENTS



SCHEDULE OF REQUIREMENTS

The DENR Regional Office 8 - DISPOSAL COMMITTEE (DENR RO8-DC) will conduct the disposal in accordance with the Guidelines in Disposal of the Unserviceable Property, Plant and Equipment (PPE). The Disposal Committee herein publish at the Agency's website and conspicuous places such as in the DENR RO8 Compound the **Invitation to Bid through NEGOTIATED SALE of Unserviceable RP Vehicle under Bid No. 2023-07-02-DENR RO8 (Negotiated Sale due to Two-Failed Biddings)** in an "AS-IS" and "WHERE-IS" Basis with herein Schedule of Requirements, to wit:

Posting of Invitation for Bid	-	Active: October 13, 2023 to NOVEMBER 6, 2023 Closing: NOVEMBER 6, 2023, Monday, 9:30 a.m. <i>Posted: DENRR8 website & conspicuous places</i>
Ocular Inspection/Viewing of Unserviceable Vehicle for Bidders-		OCTOBER 17-20, 2023, 9:00 a.m.- 12:00 noon <i>PENRO Leyte, Brgy. Baras, Palo, Leyte</i>
Negotiation Conference	-	OCTOBER 23, 2023, Monday, 9:30 a.m. <i>DENR R8, 4th Floor, PMD Conference Room, Administration Main Building Conference Room Bidders, Disposal Committee-DENR R8, Secretariat, & Observers</i>
Deadline of Submission of Bids-		NOVEMBER 6, 2023, Monday, 9:30 a.m. <i>To be submitted at DENR 8 Admin. Main Bldg., c/o Secretariat-Administrative Division, 2nd Floor</i>
Bid Opening	-	NOVEMBER 6, 2023, Monday, 10:00 a.m. <i>DENR Region 8, 4TH Floor, PMD Conference Room Admin. Main Building Bidders, Disposal Committee-DENR R8, Secretariat, & Observers</i>
Evaluation of Bids/ Post-Qualification	-	NOVEMBER 7-10, 2023, 10:00 a.m. – 12:00 noon <i>Disposal Committee-DENR R8</i>
Notice of Award / Contract Signing	-	NOVEMBER 13, 2023
Notice to Proceed (NTP)	-	NOVEMBER 14, 2023 or within <i>five (5) days</i> after signifying/ conforme of the NOA.
Payment of Contract	-	<i>Within five (5) days from receipt of NTP, payment shall be made by the winning Bidder to DENR R8, Tacloban City in the form of Cash for the unit.</i>
Pull-Out of Vehicle	-	<i>Winning bidder shall have the responsibility to pull out within fifteen (15) days the unserviceable vehicle with issued authority/Order for the release to pull out the unit upon full payment of contract and clearing of the area.</i>



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SECTION II

INVITATION TO BID



DENR RO8 - DISPOSAL COMMITTEE
INVITATION TO BID
FOR THE NEGOTIATED SALE OF UNSERVICEABLE RP VEHICLE
Bid No. 2023-07-02-DENR RO8 (NS)

The DENR Regional Office 8, Tacloban City through its Disposal Committee (DENR RO8-DC) invites interested parties to participate in the Negotiated Sale due to Two-Failed Biddings of **one (1) unit UNSERVICEABLE RP VEHICLE** on “AS-IS” and “WHERE-IS” Basis under **Bid No. 2023-07-02-DENR RO8 (NS)** deposited at the PENRO Leyte, Brgy. Baras, Palo, Leyte.

The bid for the herein Lot I shall be quoted **not lower than the floor price/minimum selling price** for the one (1) unit unserviceable RP vehicle with herein description:

NO.	ITEM / DESCRIPTION	FLOOR PRICE/ MINIMUM SELLING PRICE (Ph)
LOT I	UNSERVICEABLE RP VEHICLE; TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with Canopy; Color: Silver; PLATE NO.: SGM 595; ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692; DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00; CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013; Gross Weight: 2755 kg.; Net Weight: 1380 kg.	Ph18,580.00

Bids received lower than the Floor Price/Minimum Selling Price for the unit shall be automatically rejected at bid opening.

Interested buyer/s may inquire, avail or obtain the Bidding Document at the **DENR Regional Office No. 8, Tacloban City c/o Secretariat, Disposal Committee, Administrative Division, DENR RO8, Tacloban City.**

The description of an eligible bidder, documentary requirements and other details on the bidding is contained in **Section III - Terms and Conditions and Instructions to Bidders** of this bid document.

The schedule for the **Ocular Inspection or Viewing of Unserviceable RP Vehicle for Bidders** is on **OCTOBER 17-20, 2023**, from **9:00 a.m.-12:00 noon** at **PENRO Leyte, Brgy. Baras, Palo, Leyte**. Interested Bidders shall coordinate with the Secretariat of the Disposal Committee at the DENR Regional Office 8, Tacloban City before proceeding to the location of the unit subject for disposal. A Certificate of Inspection confirming the conduct of the said inspection of the unit shall be issued and submitted by the bidder with the other bid documents.

The Committee shall conduct a **NEGOTIATION CONFERENCE** on **OCTOBER 23, 2023, 9:30 a.m.** at **DENR RO8, 4th Floor, PMD Conference Room, Administration Main Building** which shall be opened to all interested parties.

Bidders are required to enclose/post a refundable **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price in the form of **Cash or Manager’s Check** and/or combination thereof payable to the DENR RO8, Tacloban City.

DEADLINE OF SUBMISSION/DROPPING OF SEALED BIDS will be on or before **November 6, 2023, at 9:30 in the morning**. **OPENING OF BIDS** will follow at **10:00 in the morning** on same day. Late bids will not be accepted. All bidders or its authorized representative may attend during the opening of bids at the **DENR RO8, 4th Floor, PMD Conference Room, Administration Main Building, Sto. Niño Extension, Tacloban City.**



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The sale of the unserviceable RP vehicle will be conducted through **Negotiated Sale** procedure using a nondiscretionary "pass/fail" criterion. Result of the bidding shall be posted at the Bulletin and website to notify all concerned entity.

The **DENR RO8 - Disposal Committee** reserves the right to accept or reject any or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, and to waive any formality found therein and to accept such bids as may be considered most advantageous to its interest on the part of the DENR R8 to explain the reasons thereof, without incurring any liability to the affected bidder or bidders.

For further information, please contact:

Ms. Maricor T. Maestre
Secretariat, Disposal Committee
Procurement Section, Ground Floor, Admin. Main Bldg.
DENR Regional Office 8, Sto. Niño Ext., Tacloban City

(SGD.)
MAITA REINA G. SUCGANG
Chairperson
DENR R8 Disposal Committee

Approved by:

(SGD.)
LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

Date of Publication: October 13, 2023



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SECTION III

TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS



TERMS AND CONDITIONS AND INSTRUCTIONS TO BIDDERS

Bid. No. 2023-07-02-DENR RO8 (Negotiate Bid due to Two-Failed Biddings)

1. INTRODUCTION

- 1.1 The **DENR Regional Office 8 – Disposal Committee**, referred to as the **DENR RO8-DC**, will receive bids for the **NEGOTIATED SALE of one (1) unit unserviceable RP vehicle**, as described in the Invitation to Bid on **“AS-IS” and “WHERE-IS”** Basis.
- 1.2 This Section provides the Terms and Conditions and Instructions to Bidders for the Public Auction. The DENR RO8-DC may issue special instruction to bidders and may require additional documents from the bidders.

2. OCULAR INSPECTION/ VIEWING OF THE ITEMS TO BE DISPOSED

- 2.1 Interested Bidders may participate in the conduct of the **Ocular Inspection/Viewing of Unserviceable Vehicle** which shall be conducted on **OCTOBER 17-20, 2023, 9:00 a.m. to 12:00 noon**, at **PENRO Leyte, Brgy. Baras, Palo, Leyte**.
- 2.2 Bidders shall coordinate with the **Secretariat of the Disposal Committee Secretariat at the DENR Regional Office 8, Tacloban City** before proceeding to the location of the unit subject for disposal.
- 2.3 Bidders shall be accompanied by the **Disposal Committee member/ Secretariat/Property Officer/ Representative** and shall be allowed to view and inspect the unit on said date/s and time.

4. BID DOCUMENTS

- 4.1 A Complete set of Bid Documents with **no costs** shall include:
 - 3.1.1. Section I - Schedule of Requirements;
 - 3.1.2. Section II - Invitation to Bid
 - 3.1.3. Section III - Terms and Conditions and Instructions to Bidders;
 - 3.1.4. Section IV - Checklist of Requirements;
 - 3.1.5 Section V - Bidding Forms;
 - 3.1.6. Amendment and/or Addendum on the original bid documents, if any.
 - 3.1.7. Special Instructions, if any.

5. TIME AND PLACE FOR RECEIPT OF THE BIDS

- 5.1 All sealed bid proposals should be submitted/dropped on or before the deadline of submission at **9:30 A.M. on NOVEMBER 6, 2023** at the **Administrative Division, Secretariat, 2nd Floor, Administration Main Building**. Late bids shall not no longer be accepted.
- 5.2 Opening of bids will immediately follow at **10:00 in the morning on same day, NOVEMBER 6, 2023**.
- 5.3 Venue is at **DENR Regional Office 8, 4th Floor, PMD Conference Room, Administration Main Building, Sto. Niño Extension, Tacloban City**.
- 5.4 All Bidders shall register their names and addresses at the logbook and drop the **sealed envelope** containing the bid.

6. ELIGIBLE BIDDERS

- 6.1. The company/organizations and individual listed under Section IV for the Checklist of Bidders and Requirements shall be eligible to participate in this bidding.



7. BIDS TO BE CONSIDERED

- 7.1. Only bids from parties and their authorized representatives who have dropped the Bid Proposal before the closing date and time shall be opened. Bids from parties who have not been issued the Bid Document will be rejected outright.
- 7.2. Bids submitted **without Bid Bond** in any form equivalent to at least **10% of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** or bids submitted with materially defective or lacking requirements will be considered **“failed”** and **disqualified outright** and the **bid shall be returned to the bidder**. Bid Proposals declared “passed” only will be considered for evaluation.

8. SUBJECT OF BID

- 8.1. Bids shall be for the auction/sale of the unserviceable vehicle specified below:

NO.	ITEM / DESCRIPTION
LOT I	UNSERVICEABLE RP VEHICLE; TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with Canopy; Color: Silver; PLATE NO.: SGM 595; ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692; DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00; CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013; Gross Weight: 2755 kg.; Net Weight: 1380 kg.

9. BIDDING INFORMATION

- 9.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bid Documents, or disclosed prior to the bid opening and in the official announcement of bid results.

10. PREPARATION OF BIDS

- 10.1. Bidders shall prepare their bids using the forms specified in the Bidding Documents and submit **one (1) sealed bid envelope**. It shall contain the **eligibility component** of the bid and the **financial component with price quotations** of the bid based on the Checklist of Requirements according to the type/classification of a bidder. Bidders shall submit **one (1) original copy with duly authenticated/certified copies** of any business permits/ legal documents or of the components of its bid sealed in one (1) bid envelope. In case of discrepancy among the copies, the original copy shall govern.
- 10.2 Each envelope should be securely sealed, signed on the flap and marked as follows:

TO: MAITA REINA G. SUCGANG
 Chairperson, Disposal Committee
 DENR RO8, Administration Main Building
 Sto. Niño Extension, Tacloban City

FROM: <NAME OF BIDDER>
 <ADDRESS OF BIDDER>

RE: < Invitation to Bid through NEGOTIATED SALE of
 Unserviceable RP Vehicle -
 Bid No. 2023-07-02-DENR RO8 (NS)>



11. VALIDITY OF THE PROPOSAL

- 11.1. A bid will be deemed valid for a period of **thirty (30) calendar days** from the date of bid opening, which shall be stated in the Price Quotation Form (PQF). A bid with a shorter validity period shall not be considered.
- 11.2. The DENR RO8-DC may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing or fax or e-mail.

12. ADDENDA TO SPECIFICATIONS

- 12.1 DENR RO8-DC 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, any copies will be furnished to all prospective bidders.
- 12.2. In consideration of its best interest, DENR RO8- DC 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.
- 12.3. Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided on the Letter of Transmittal or by e-mail prior to the opening of bids.
- 12.4. Failure to acknowledge all addenda may cause the bid to be considered as not responsive to the Invitation to Bid (ITB), which could result in the rejection of bid.

13. BIDDER'S EXCEPTIONS

- 13.1. It is the desire of the DENR RO8- DC to eliminate or minimize as much as possible post bidding discussions of bidder's clarifications, deviations or exceptions. Therefore, any bidder who desires to make any clarifications, deviations or exceptions on some provisions of the Bid Documents shall communicate such clarifications, deviations or exceptions right after the bid document purchase and/or during the Pre-Bid Conference and such written clarifications is received **seven (7) calendar days** before the schedule of bid submission and opening giving the reasons therefore.
- 13.2. If the clarifications, deviations or exceptions are within the given period and acceptable to the DENR RO8-DC, an amendment/addendum will be issued for the general information of all prospective bidders.
- 13.3. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by the DENR RO8-DC before bid opening.

14. BID SECURITY

- 14.1. Each bidder shall submit a **Bid Bond or Bid Security** in the amount equivalent to at least **ten (10%)** of the floor price/minimum selling price of **One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** in the form of **Cash or Manager's Check** and/or combination thereof payable to the DENR RO8, Tacloban City.
- 14.2. **A bid submitted without the required Bid Bond or Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.**
- 14.3. The Bid Bond/Security of the bidders found complying shall be accepted and to be issued with Official Receipt by the Cashier Section.
- 14.4 Upon determination of the **highest calculated responsive bid (HCRB)**, the DENR RO8-DC shall return outright the bid security of the non-winning bidders without interest.
- 14.5. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Notice of Award within **three (3) working days** after receipt of written advice.
- 14.6. The Bid Bond/Security of the winning bidder shall be converted into Performance Bond and shall only be refunded/deducted after all the awarded items have been completely withdrawn and all provisions of the Notice of Award/Release Order/NTP have been met by the awardee.



15. SUBMISSION AND OPENING OF BIDS

- 15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Schedule of Requirements. After the time set for bid opening, the DENR RO8 Disposal Committee will open and read the bids in the presence of the bidders or their authorized representatives and observers from COA and Internal Audit Section (IAS)-DENR R8.

16. BIDS EVALUATION “AS READ” AND “AS CALCULATED”

- 16.1. At the time of opening of bids, an **Abstract of Bids as Read** shall be prepared wherein all the necessary requirements shall be evaluated using a **non-discretionary “pass/fail” criterion**. Completed document shall be considered as “passed” and those lacking or incomplete shall be declared “failed.”
- 16.2 Further evaluation for post-Qualification shall be conducted by the DENR RO8-DC for the highest bidder of its submitted eligibility and financial bid and an Abstract of Bid as Calculated shall be prepared for issuance of resolution of having passed the post-qualification and award thereafter.

17. WITHDRAWAL OF BIDS

- 17.1. A bidder may be allowed to withdraw his/her Bid before the time of opening of bids. Such bid shall be returned unopened as duly received by the bidder concerned.
- 17.2. After the opening of bids has commenced, no bidder shall be allowed to withdraw his offer.

18. RESERVATION CLAUSE

- 18.1 The DENR RO8-DC reserves the right to accept or reject any or all bids, to annul the bidding process, and to reject all bids at any time prior to contract award, and to waive any formality found therein and to accept such bids as may be considered most advantageous to its interest on the part of the DENR R8 to explain the reasons thereof, and without incurring any liability to the affected bidder or bidders.

19. ACCEPTANCE OF THE BID

- 19.1. The Bidder whose bid is the highest/single and complying bid as calculated of its price offered for the lot and found most advantageous to the DENR R8 shall be declared the **Highest Calculated Responsive Bid (HCRB)** for the lot.
- 19.2. The responsive bidder must signify its consent/conforme within **three (3) working days** from receipt of the Notice of Award from the DENR RO8-DC.

20. FAILURE OF BIDDING

- 20.1. The DENR RO8-DC shall declare the bidding a failure in any of the following cases:
- a. There is no participant to the bidding;
 - b. All bidders failed to comply with the Terms and Conditions and Instructions to Bidders;
 - d. Complying bidders failed to meet the floor price of their submitted bid.

21. AWARD OF CONTRACT

- 21.1. Award shall be made to the compliant and highest calculated responsive bid.
- 22.2. Notice of Award shall be issued to the winning bidder after approval of the concerned approving authority.
- 23.3. No transfer and/or assignment of Award shall be allowed.
- 24.4. The Award shall be cancelled, rendered ineffective and the Bid Bond forfeited in favor of the DENR RO8 if the winning bidder fails to secure, sign or acknowledge the Notice of Award (NOA) and/or Notice to Proceed (NTP) within three **(3) working days** after receipt of written advice.



22. PAYMENT

- 22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash payable to the **DENR RO8, Tacloban City** within **five (5) working days** upon receipt/ acknowledgement of the Notice to Proceed (NTP).
- 22.2. No other form of payment shall be accepted.
- 22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of DENR R8.

23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

- 23.1. After payment of the awarded items, the awardee shall withdraw/pull-out the unit within the **fifteen (15) days period** as stipulated in the approved Pull Out/ Release Order Form. Otherwise, the awardee shall pay the DENR R8 the corresponding storage fee equivalent to one-tenth of one (1%) percent of the price of the unwithdrawn items, or Php100.00 per day of delay, or whichever is higher but not to exceed ten (10%) percent of the total amount of the Award.
- 23.2. The actual release/withdrawal of awarded items shall be made within **fifteen (15) days**, during regular office hours only from 8:00 a.m. - 5:00 p.m., Monday thru Friday, and shall be administered and witnessed by the designated representatives of the DENR RO8-DC/ Property Officer, Guard on Duty, representatives from IAS and/or COA, and Winning Bidder who shall affix their signatures on the Pull Out/Release Order form.
- 23.3. The awardee shall withdraw and clear the area of the awarded unserviceable vehicle.

24. TAXES, CUSTOMS DUTIES, COST OR CHARGES

- 24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs of charges of any kind or nature whatsoever levied, or levied by law, arising from the sale of items.
- 24.2. All expenses incidental to the withdrawal of the items shall be borne by the awardee.

25. ACCEPTANCE OF BID AND WAIVER OF RIGHTS TO ENJOIN PROTEST

- 25.1. The bidder after having been issued the Bid Documents (BD), is deemed to have accepted the terms and specifications established by DENR RO8-DC and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against DENR RO8-DC, 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:

BIDDER’S NAME/COMPANY : _____

BIDDER’S REPRESENTATIVE: _____

BIDDER’S SIGNATURE : _____

BIDDER’S ADDRESS : _____

BIDDER’S CONTACT NO. : _____



SECTION IV

CHECKLIST OF ELIGIBLE BIDDERS AND REQUIREMENTS



CHECKLIST OF ELIGIBLE BIDDERS AND REQUIREMENTS

Bid. No. 2023-07-02-DENR RO8 (Negotiated Sale)

The hereunder **Checklist** shall be the guide by the bidder in the preparation of its Bid Proposal in **one (1) set of the Original Copy with Authenticated/Certified copies of Business Permits/Legal documents** (if so required), all labelled as **"ORIGINAL COPY"** according to its type of company/ organization or individual category hereunder qualifies:

A. INDIVIDUAL

- ☐ 1. Properly filled-out & duly signed **Price Quotation Form**
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Bidder's Inspection Certificate

B. FOR INDIVIDUAL BIDDER THROUGH A REPRESENTATIVE

- ☐ 1. Properly filled-out & duly signed **Price Quotation Form**
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Duly Notarized Special Power of Attorney executed by the Bidder
- ☐ 5. Bidder's Inspection Certificate

C. FOR SINGLE PROPRIETORSHIP THROUGH A REPRESENTATIVE

- ☐ 1. Properly filled-out & duly signed **Price Quotation Form**
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Department of Trade & Industry Registration
- ☐ 5. Mayor's Permit (Authenticated Copy)
- ☐ 6. Duly Notarized Special Power of Attorney executed by the Bidder
- ☐ 7. Bidder's Inspection Certificate

D. FOR UNREGISTERED ORGANIZATIONS

- ☐ 1. Properly filled-out **Price Quotation Form** duly signed by all the Officers/ Members
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders duly signed by all the Offices/ Members
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Bidder's Inspection Certificate

E. FOR UNREGISTERED ORGANIZATIONS WITH DESIGNATED REPRESENTATIVE

- ☐ 1. Properly filled-out **Price Quotation Form** duly signed by all the Officers/ Members
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders duly signed by all the Offices/ Members
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Duly Notarized Special Power of Attorney executed by all the Officers/ Members
- ☐ 5. Bidder's Inspection Certificate

F. FOR REGISTERED CORPORATIONS, ASSOCIATIONS, PARTNERSHIP & OTHER FORMS ORGANIZATION

- ☐ 1. Properly filled-out and duly signed **Price Quotation Form**
- ☐ 2. Duly signed Terms and Conditions of Bid/ Instruction to Bidders
- ☐ 3. Enclosed **Bid Bond equivalent to at least 10%, or the amount of One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00** in **CASH or MANAGER'S CHECK** or combination of Cash & Manager's Check
- ☐ 4. Securities & Exchange Commission Registration
- ☐ 5. Mayor's Permit (Authenticated Copy)
- ☐ 6. Articles of Incorporation or Partnership
- ☐ 7. Duly Notarized Secretary's Certificate executed by the Corporate Board Secretary or his/her equivalent Official
- ☐ 8. Bidder's Inspection Certificate



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SECTION V

BIDDING FORMS



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DISPOSAL COMMITTEE
Bid No. 2023-07-02-DENR RO8 (Negotiated Sale)

PRICE QUOTATION FORM

Date

MAITA REINA G. SUCGANG
Chairperson, Disposal Committee
DENR R8, Tacloban City

Sir:

In response to your **Invitation to Bid** and in accordance with the stipulations of the Terms and Conditions and Instructions to Bidders, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

NO.	ITEM / DESCRIPTION	BID PRICE (Ph)
LOT I	UNSERVICEABLE RP VEHICLE; TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with Canopy; Color: Silver; PLATE NO.: SGM 595; ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692; DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00; CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013; Gross Weight: 2755 kg.; Net Weight: 1380 kg.	
Amount in Words: _____ _____		<i>Ph</i>

I have actually seen and inspected the above item/unit and my bid is based on our estimated price based on the prevailing market price for metal, plastic and saleable scrap materials. The above offer shall be valid for **thirty (30) calendar days**.

Enclosed is the required Bid Bond equivalent to least **10%, or** the amount of **One Thousand Eight Hundred Fifty-Eight pesos & 00/100 (Php1,858.00)** of the Floor Price/Minimum Selling Price of **Ph18,580.00**, in **CASH or MANAGER’S CHECK** form or combination of Cash & Manager’s Check.

Very truly yours,

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative

Date Signed

Complete Business Address

Bidder’s Contact Number



DISPOSAL COMMITTEE
Bid No. 2023-07-02-DENR RO8 (Negotiated Sale)

BIDDER’S INSPECTION CERTIFICATE

This is to **CERTIFY** that I have personally inspected the Unserviceable RP Vehicle at its present location which are subject for **NEGOTIATED SALE** to be conducted on **NOVEMBER 6, 2023, 10:00 a.m.**, to wit:

NO.	ITEM / DESCRIPTION
LOT I	UNSERVICEABLE RP VEHICLE; TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with Canopy; Color: Silver; PLATE NO.: SGM 595; ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692; DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00; CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013; Gross Weight: 2755 kg.; Net Weight: 1380 kg.

Inspection of the above items/materials was conducted on **OCTOBER 17-20, 2023** in the presence of the authorized Disposal Committee / Property Officer / Representative.

Signature

Printed Name of Bidder/ Representative

Individual/ Company/ Organization

INSPECTION ATTESTED BY:

Signature over Printed Name
Disposal Committee/ Property Officer/Representative

Date: _____



Department of Environment and Natural Resources
DENR Regional Office VIII
Sto. Niño Extension, Tacloban City, 6500, Leyte, Philippines
Tel. Nos. (053) 832-0825 / 832-0281

GATE PASS SLIP

[TO PULL OUT UNSERVICEABLE RP VEHICLE]
Bid. No. 2023-07-02-DENR RO8 (NEGOTIATED SALE)

ATTENTION : SECURITY GUARD ON DUTY/ PROPERTY OFFICER
DENR R8, Tacloban City

Date : _____

Please allow the bearer hereof to pull out from the PENRO Leyte premises the herein unserviceable Vehicle awarded to _____ through its Representative, Mr./Mrs. _____ based on the **Notice of Award** dated _____ and duly accomplished **Tally Out Sheet**:

ONE (1) UNIT - UNSERVICEABLE RP VEHICLE;
TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with
Canopy; Color: Silver;
PLATE NO.: SGM 595;
ENGINE NO.: 1KDA171850;
CHASSIS NO.: MROFZ296501694692;
DATE OF ACQUISITION: August 9, 2013;
AMOUNT: Php1,386,000.00;
CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013;
Gross Weight: 2755 kg.; Net Weight: 1380 kg.

Recommending Approval:

Approved by:

MAITA REINA G. SUCGANG
Chairperson, Disposal Committee

HoPE/ Authorized Representative
DENR Regional Office 8

Checked & Released by:

Received by:

Security Guard/Property Custodian
Date : _____
Time : _____

Date: _____
Time: _____

Witnessed by:

Recorded by:

DC/ IAS/COA Representative
Printed Name and Signature
Date : _____
Time : _____

Security Guard on Duty
Printed Name and Signature
Date: _____
Time: _____



Department of Environment and Natural Resources
DENR Regional Office VIII
Sto. Niño Extension, Tacloban City, 6500, Leyte, Philippines
Tel. Nos. (053) 832-0825 / 832-0281

DISPOSAL COMMITTEE

Bid. No. 2023-07-02-DENR RO8 (NEGOTIATED SALE)

Date: _____

PULL-OUT/RELEASE ORDER

Name of Representative

Address

Dear Sir/Madam:

Pursuant to the Notice of Award issued by DENR R8, Regional Executive Director, _____ dated _____, this **PULL-OUT/RELEASE ORDER** is hereby given to you or your representative/s to pull-out/haul the unserviceable vehicle deposited at **PENRO Leyte, Brgy. Baras, Palo, Leyte** as per duly conformed Notice of Award with copy attached hereto of the herein unserviceable vehicle quantity and description:

1 Unit- UNSERVICEABLE RP VEHICLE;
TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission,
Diesel/ with Canopy; Color: Silver;
PLATE NO.: SGM 595;
ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692;
DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00;
CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013;
Gross Weight: 2755 kg.; Net Weight: 1380 kg.

Please coordinate with the Disposal Committee and/or Property Officer for proper recording, tallying out and payment of the disposed unserviceable property prior to its hauling and withdrawal.

Thank you.

Very truly yours,

MAITA REINA G. SUCGANG
Chairperson
DENR RO8- DISPOSAL COMMITTEE

RECEIVED BY:

NAME OF WINNING BIDDER: _____

ADDRESS : _____

SIGNATURE : _____

DATE RECEIVED : _____



TALLY-OUT SHEET
UNSERVICEABLE RP VEHICLE
Bid. No. 2023-07-02-DENR RO8 (NEGOTIATED SALE)

DATE: _____

ITEM	DESCRIPTION	QUANTITY/ UNIT	DENR R8 APPRAISED VALUE	TOTAL BID PRICE
Lot 1	UNSERVICEABLE RP VEHICLE; TOYOTA HILUX, 3.0L G 4X; 4x2 RWD Manual Transmission, Diesel/ with Canopy; Color: Silver; PLATE NO.: SGM 595; ENGINE NO.: 1KDA171850; CHASSIS NO.: MROFZ296501694692; DATE OF ACQUISITION: August 9, 2013; AMOUNT: Php1,386,000.00; CERTIFICATE OF REGISTRATION No. 13538051-2; DATE: August 15, 2013; Gross Weight: 2755 kg.; Net Weight: 1380 kg.	1 unit		
	xxx Nothing Follows xxx			

Checked & Talled by:

Unit Received by:

Signature

Signature

JELMA L. UYKIENG

*Admin. Assistant II/ Property Custodian
Procurement Section-Admin. Division*

Date : _____

Time : _____

Printed Name Awarded Bidder

Date: _____

Time: _____

Witnessed By:

Witnessed By:

Signature

Signature

*Printed Name & Signature
Position/Designation*

*Printed Name & Signature
Position/Designation*



Department of Environment and Natural Resources
DENR Regional Office VIII
Sto. Niño Extension, Tacloban City, 6500, Leyte, Philippines
Tel. Nos. (053) 832-0825 / 832-0281

Bid Document
for the Negotiated Sale
of Unserviceable RP Vehicle
Bid. No. 2023-07-02-DENR RO8
(Negotiated Sale due to Two-Failed Biddings)

13 October 2023