

BIDDING RULES AND INSTRUCTIONS TO BIDDERS

1. The bidding/auction for the disposal of unserviceable properties shall proceed only if there are at least two (2) valid/complying bids.
2. The Regional Property Disposal and Awards Committee (RPDAC), constituted by a quorum and presided over by its Chairperson, or Vice Chairperson, shall open all bids received within the deadline at the date, time and place set in the Invitation. Bids that will be submitted beyond the deadline shall no longer be accepted.
3. Representatives from the Commission on Audit (COA) and/or the Internal Audit Unit shall be invited to witness the opening of the Bids.
4. Any Qualified bidder shall accomplish his bid tender, clearly indicating the following :
 - 4.1 The description of the items/lots with the corresponding bid offer.
 - 4.2 The business or residence address of the bidder.
 - 4.3 The business license number or residence certificate number of the bidder
5. A bidder shall accomplish the bid offer in at least **three (3) copies** preferably typewritten. Bid offers/tenders should be properly signed and submitted to the Chairperson of the Regional Property Disposal and Awards Committee (RPDAC) on or before the time scheduled for the opening of bids.
6. A bidder may be allowed to withdraw his/her bid before the bid opening and this shall be returned to him/her unopened, no bidder shall be allowed to correct, modify or alter his/her bid.
7. All bids to be submitted in two (2) sealed envelope

1st Envelope- Technical Envelope

1. Certified true copy of identification Card (ID) of the Bidder
2. Certified true copy of Updated Business/Mayor's permit
3. Certified true copy of BIR Registration

In case of representative the following must be presented:

1. Authorization Letter duly signed by the business owner
2. Certified true copy of Identification Card (ID) of the owner
3. Certified true copy of Identification Card (ID) of authorized representative

Note: Bring the original copies for verification

2nd Envelope- Financial Envelope

7.1 Accomplished Price Quotation Form (PQF)/Bid Form

7.2 Bid Bond of at least 10% of the total bid offer