



**Republic of the Philippines
Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE**

BIDDING DOCUMENTS/TERMS OF REFERENCE

SALE OF UNSERVICEABLE PROPERTIES

**PNRI BIDS AND AWARDS COMMITTEE
Commonwealth Avenue, Diliman, Quezon City**

REPUBLIC OF THE PHILIPPINES
Department of Science and Technology
PHILIPPINE NUCLEAR RESEARCH INSTITUTE

TERMS OF REFERENCE
SALE OF ONE (1) LOT UNSERVICEABLE PROPERTIES
(ASSORTED EQUIPMENT)

This Bidding Documents/Terms of Reference (TOR) describes the procedures that will be followed in connection with the Sale of One (1) Lot Unserviceable Properties (Assorted Equipment) of the Philippine Nuclear Research Institute (PNRI).

I. BACKGROUND

The Philippine Nuclear Research Institute shall conduct the sale/disposal of its unserviceable properties (assorted equipment) through public bidding.

II. SCOPE OF PUBLIC BIDDING

QUANTITY	ITEM DESCRIPTION	MINIMUM FLOOR PRICE
1 lot	ASSORTED EQUIPMENT: (Composition: Various Laboratory Equipment, Various Office Equipment, Air Conditioning Units and Forklift)	₱967,647.28

Sale/Disposal of the Unserviceable Properties shall be on “AS IS” basis.

Bidders shall submit a proposal in Lot. Bid price will be evaluated and awarded to one Bidder.

III. GENERAL INFORMATION

1. Applicable Laws. All laws governing the implementation of this Bid Documents shall be the applicable laws and other issuances of the Government of the Republic of the Philippines relative to the disposition of unserviceable properties.

- 2. Publication of Invitation to Bid.** PNRI shall publish the Invitation to Bid in its Website and post at any conspicuous place reserved for this purpose in the premises of PNRI to invite bidders to participate in the Bidding substantially in the form hereto attached as “Annex A”.
- 3. Amendment to Bidding Documents/TOR.** Should any of the information and/or procedures contained in this Bidding Documents/TOR be amended or replaced, all prospective bidders shall be informed of such amendments or replacements through the issuance of appropriate Bid Bulletin. To ensure that all prospective bidders are informed of any amendment, all prospective bidders are requested to inform PNRI of their authorized representative with their telephone number, e-mail address if any.
- 4. Correspondences.** As appropriate, all correspondences with the BAC shall be addressed to:

Associate Scientist VALLERIE ANN I. SAMSON, Ph.D.
Deputy Director and Chairperson, PNRI-BAC
PHILIPPINE NUCLEAR RESEARCH INSTITUTE
Commonwealth Avenue, Diliman, Quezon City
929-6011 to 19

IV. PROCEDURES AND REQUIREMENTS

- 1. General Flow and Schedule of Activities**
 - 1.1** Publication/Issuance of Invitation to Bid;
 - 1.2** Issuance of Bid Documents;
 - 1.3** Viewing/Ocular Inspection of the Unserviceable Properties (Assorted Equipment) by the Prospective Bidders;
 - 1.4** Submission and Opening of Bids;
 - 1.5** Issuance of Notice of Award to Winning Bidder;
 - 1.6** Full payment

2. Detailed Procedures and Requirements

2.1 Issuance of Bidding Documents/TOR. The prospective bidder shall secure a copy of the Bidding Documents/TOR from the BAC Secretariat between *9:00 am to 4:00 pm from January 20 – 27, 2022*, Monday thru Friday at the *PNRI Commonwealth Avenue, Diliman, Quezon City*, upon payment of a non-refundable fee of *FIVE HUNDRED PESOS (P500.00)* at the PNRI Cash Section, FAD.

2.2 Viewing/Ocular Inspection. Only those who have acquired the TOR will be allowed to join the viewing/ocular inspection. It is understood that participating bidders have seen and inspected the Unserviceable Properties (Scrap Materials) at PNRI, Commonwealth Avenue, Diliman, Quezon City, on *January 20 – 21, 24 – 27, 2022* between *9:00 am – 3:00 pm* with prior coordination with the BAC Secretariat.

If a bidder cannot personally join the viewing/ocular inspection, a letter of authorization (Annex “B”) is required for his/her representative.

2.3 Valuation of the One (1) Lot Unserviceable Properties (Assorted Equipment).

The total minimum floor price is *Nine Hundred Sixty Seven Thousand Six Hundred Forty Seven Pesos and Twenty Eight Centavos (P967,647.28)*.

The winning bidder shall pay, in addition to the purchase price, any charges of any kind or nature whatsoever imposed in connection with the sale of the property. All expenses incidental to the withdrawal of the property shall be borne by the winning bidder.

2.4 Submission of Bids. Sealed bids addressed to the Chairperson, PNRI-BAC, shall be submitted manually through BAC Secretariat on *January 31, 2022 at 10:00 AM* at the *Motorpool Area, PNRI Compound*. Late bids shall not be accepted. The Bid Opening shall be on *January 31, 2022, 1:30 PM* at the *Auditorium, NART Bldg., PNRI Compound, through Video*

Conferencing. A link will be provided to Bidders/bidders' representatives who choose to attend the activity upon manual submission of bids on the prescribed time.

Bids shall be prepared on the prescribed Financial Bid Form (Annex C) and in strict compliance with the requirements of the Instruction to Bidders (ITB).

Bid erasures/modifications is not allowed.

The bid shall be accompanied by a bidder's bond in the form of Cash, Manager's/Cashier's Check, in an amount equivalent to 10% of the bid proposal, as guarantee that the successful bidder shall pay the full amount and withdraw the food from its present location within the prescribed period.

A bidder may be allowed to withdraw his tender before the time of the opening of bids, and shall be returned unopened. After the opening of bids, no bidder shall be allowed to withdraw his/her offer.

Bidders shall submit their Bid in a single package and shall contain:

- a. The Financial Bid Form containing their bid price denominated in Philippine currency;
- b. Bidder's Bond
- c. Photocopy of any government issued ID for the Bidder or photocopy of any government issued ID of authorized representative and authorization letter for the representative of the Bidder.

2.5 Opening of Bids. All bidders shall be invited to the bidding proper. However, the absence of any bidder or his/her representative shall not affect the conduct of the bidding. The Bid Opening shall be on **January 31, 2022, 1:30 PM** at the **Auditorium, NART Bldg., PNRI Compound, through Video Conferencing.** A link will be provided to Bidders/bidders'

representatives who choose to attend the activity upon manual submission of bids on the prescribed time.

Bidders who did not purchase the Bidding Documents/TOR and whose bids fall below the Minimum Floor Price as determined in the report by the COA Technical Audit Specialist shall be disqualified.

In case of tie, bidders with the same exact amount of bid proposal shall be given the chance to revise/modify their bid proposal and place it in a sealed envelope and a new bidding shall be conducted immediately between or among the tied bidders until such tie is broken.

In case there are no bids received or all the bids are disqualified, the BAC shall declare a failure of bidding. After two (2) failed biddings the BAC shall enter into a negotiated sale. Bidders who have participated during the two (2) failed biddings shall be given priority in the negotiation.

2.6 Declaration of Winning Bid Price, Winning Bidder and Second Highest Bidder. The bidder with highest bid price as determined by the BAC, shall be declared as the “Winning Bidder”. In case of non-compliance by the Highest Bidder, the sale shall be awarded to the Second Highest Bidder based on the conditions set forth in the Bidding Documents/TOR. The process may continue, until a new winning bidder has been declared, unless the BAC declares otherwise.

2.7 Notice of Award. Upon recommendation of the BAC through BAC Resolution, the Head of the Agency shall approve the resolution and issue the Notice of Award to the winning bidder.

2.8 Payment of Balance of the Winning Bidder. Within five (5) working days counted from the receipt the Notice of Award, the winning bidder shall pay the balance of his/her Bid Price to the PNRI Cash Section, FAD. Failure of the winning bidder to complete the payment by the afternoon of the fifth working day after the sale will render the award null and void and the 10% deposit shall be forfeited in favor of the government.

V. RESERVATION CLAUSE

The BAC reserves the right to reject any or all bids, or to waive any defect, informality or minor deviations thereon, which do not affect the substance and validity of any or all of the bids without any liability to any party for any action or decision taken by virtue of this reservation.

The PNRI reserves the right to amend or supplement this Bidding Documents/TOR to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the document submitted at any time prior to the submission of the final proposals through the Bids and Awards Committee (BAC).

INSTRUCTION TO BIDDERS
SALE OF ONE (1) LOT UNSERVICEABLE PROPERTIES
(ASSORTED EQUIPMENT)

I. SUBMISSION AND OPENING OF BIDS

- a. Bidders shall submit their Financial Bid in a single envelope containing the following:
1. Duly accomplished Financial Bid Form indicating the bid price denominated in Philippine currency.
 2. Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cash, cashier's or manager's check, issued by an acceptable commercial bank in favor of PNRI.
 3. Photocopy of any government issued ID for Bidder or photocopy of any government issued ID of authorized representative and authorization letter for said representative of Bidder.

The Envelope shall be labeled as follows:

FINANCIAL BID FOR THE SALE OF ONE (1) LOT UNSERVICEABLE PROPERTIES (ASSORTED EQUIPMENT)
From : <i>(Name of Bidders)</i> _____
Address: _____
Telephone No. : _____
Fax No.: _____

- b. The Bids shall be submitted at the Motorpool Area, PNRI Compound, Commonwealth Avenue, Diliman, Quezon City on ***January 31, 2022 at 10:00 AM.***
- c. Bids submitted later than the deadline shall be automatically disqualified.

- d. Bids that are below the Minimum Floor Price shall be automatically disqualified,

II. WITHDRAWAL OF BIDS

A bidder may be allowed to withdraw their Bid only before the opening of bids a shall be returned unopened.

III. UNSUCCESSFUL BIDDING/FAILED BIDDING

Bidding may be declared unsuccessful or failed in any of the following cases:

- a. No bids are received.
- b. All bidders failed to comply with the terms and conditions prescribed in the Terms of Reference and Instruction to Bidders.

IV. AWARDING

- a. Award shall be given to the bidder with the highest bid price and complied with all the requirements specified in the Bidding Documents/TOR.
- b. In case of tie, bidders with the same exact amount of bid proposal shall be given the chance to revise/modify their bid proposal and place it in a sealed envelope and a new bidding shall be conducted immediately between or among the tied bidders until such tie is broken.
- c. Upon determination of the winning bidder, the Bidder's bond shall be considered partial payment and the difference between such payment and the offered Bid Price shall be paid in the form of Cash, Cashier's Check or Manager's Check of a reputable bank.

- d. In case of failure of full payment within the prescribed period, the winning bidder shall be penalized through cancellation of the award and forfeiture of the Bidder's bond in favor of PNRI.

V. ISSUANCE OF GATE PASS/AUTHORITY TO PULL OUT

Gate Pass and other related documents for the One (1) Lot Unserviceable Properties (Assorted Equipment) shall be issued in favor of the Winning Bidder upon full payment of the amount of Bid Price.

VI. CLAIMING OF AWARD

- a. Claims shall be made only after the awardee has fully paid the Bid Price as evidenced by the PNRI official receipt.
- b. Claims shall be made within five (5) working days from full payment of the Bid Price. Failure of the awardee to claim the property within the stipulated period shall result to cancellation of the award/contract. If any of the materials remain unclaimed after the prescribe period, ownership of the contracted/awarded Unserviceable Properties (Assorted Equipment) shall automatically revert to PNRI.

**Annex “B”
SAMPLE
FORM**

LETTER OF AUTHORIZATION

This is to authorize _____ to perform the following on my behalf:

Please check applicable box

- ☐ to join the viewing/ocular inspection
- ☐ to attend the opening of bid and submit the financial bid
- ☐ to withdraw bid
- ☐ to receive the bidder’s bond, if applicable
- ☐ to sign and receive pertinent documents related to the bidding

This is being issued for whatever legal purpose it may serve.

Done this _____ day of _____ 2022.

Registered Bidder

Authorized Representative

Signature over printed name

Signature over printed name

FINANCIAL BID FORM

THE CHAIRMAN

Bids and Awards Committee

PHILIPPINE NUCLEAR RESEACH INSTITUTE

**SUBJECT: BIDDING FOR THE SALE OF ONE (1) LOT
UNSERVICEABLE PROPERTIES
(ASSORTED EQUIPMENT)**

I/We submit this Bid Proposal with full knowledge of the requirements relating to the biddings as provided in the Invitation to Bid and Instructions to Bidders.

I/We understand that the PNRI reserves the right to reject any or all bids.

I/We hereby certify that we have prepared, checked and inspected there properties.

TOTAL BID AMOUNT IN FIGURE FOR THE UNSERVICEABLE PROPERTIES STATED BELOW:

TOTAL BID AMOUNT IN WORDS:

NOTES:

- 1. In case of discrepancy between the amount in words and in figures, the higher amount will prevail.*
- 2. Bidder's bond amounting to ten percent (10%) of the bid proposal in the form of cash, cashier's or manager's check, issued by an acceptable commercial bank in favor of PNRI.*

NAME OF BIDDER: _____

SIGNATURE: _____

NAME OF COMPANY: _____

