



INVITATION TO BID
DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC AUCTION

The **Philippine Institute of Traditional and Alternative Health Care (PITAHC)**, through its Appraisal and Disposal Committee, invites all interested bidders/buyers to bid for the sale of **Unserviceable Properties**, as one (1) lot and on an “as-is, where-is” basis, detailed as follows:

Quantity	Item Description	Floor Price
One (1) Lot	VARIOUS UNSERVICEABLE PROPERTIES (assorted office equipment, furniture and fixtures, information and communication equipment, other supplies & equipment, waste/scrap materials, etc.)	Php 27,391.00

The deadline for the submission of sealed bids with the accomplished Proposal Form shall be on August 29, 2024 at 12:00 PM. Please submit to the address stated below all the required documents in a sealed envelope, properly labeled with the title “*Bid for the Disposal of Unserviceable Properties of PITAHC.*” Kindly also indicate your company name, address, and contact details on the envelope.

Our Address:

**Philippine Institute of Traditional and Alternative Health Care (PITAHC) Building,
Matapang Street, East Avenue Medical Center Compound, Brgy. Central, Quezon
City**

With your submission, you agree to the validity of your bid price for thirty (30) calendar days from the date of the opening of bids. The PITAHC Appraisal and Disposal Committee reserves the right to accept or reject any bid, including that of a single eligible bid, to cancel the bidding process, and to reject all bids at any time prior to the awarding of the contract, without incurring any liability to the affected bidder/s.

A complete set of Bidding Documents may be acquired by interested bidders from August 19, 2024 to August 29, 2024, except on holidays, between 09:00 AM and 12:00 PM, at the PITAHC Building, Matapang St., East Avenue Medical Center Compound, Brgy. Central, Quezon City, upon payment of the applicable fee for the Bidding Documents in the amount of **PhP 500.00**.

All prospective bidders shall conform to the following **Terms and Conditions** in relation to the public auction of the aforementioned unserviceable properties of PITAHC:

I. REQUIREMENTS

1. Using the prescribed Proposal Form in this Invitation to Bid, any sole proprietorship, partnership and/or corporation is qualified to submit its proposal, provided that the following required documents are complied with:



- a. Valid Business/Mayor's Permit;
 - b. Latest Income Tax Return (CY 2023) stamped "Received" by the BIR/duly authorized financial institutions or filed accordingly through the eFPS; and
 - c. Letter of Authorization issued by the owner/s and/or officer/s of the company authorizing a representative to transact/submit its bid on their behalf. Copies of the valid IDs of both parties should be attached to the Letter of Authorization.
2. Upon submission of the bid, a bidder's bond amounting to ten percent (10%) of the floor price shall be paid in the form of cash, or cashier's or manager's check, issued by an acceptable commercial bank, in favor of the Philippine Institute of Traditional and Alternative Health Care.

II. INSPECTION OF UNSERVICEABLE PROPERTIES

1. The identified unserviceable properties for disposal may be inspected by the prospective bidders and/or their representatives from August 19-29, 2024, except holidays, between 9:00 AM and 11:00 AM, at the PITACH Building, Matapang St., East Avenue Medical Center Compound, Brgy. Central, Quezon City, with prior coordination with the PITAHC Disposal Committee Secretariat. The inability of the bidder to inspect the unserviceable properties subject for disposal does not affect the submitted bid.

III. FLOOR PRICE

1. The floor price of the subject aforementioned unserviceable properties for sale is Twenty-Seven Thousand Three Hundred Ninety-One Pesos (Php 27,391.00).
2. Any bid proposal below the set floor price will not be accepted.

IV. REVISION AND WITHDRAWAL OF BIDS

1. A bidder may revise its submitted bid as long as the revised Proposal Form in a sealed envelope is received by the PITAHC Appraisal and Disposal Committee prior to the deadline of submission of bids.
2. A bidder may, for a justifiable reason, withdraw its submitted bid, provided that a formal letter is received by the PITAHC Appraisal and Disposal Committee prior to the deadline of submission of bids.

V. SCHEDULE OF PUBLIC BIDDING

1. The public bidding shall be conducted on one (1) lot and on an "as-is", "where-is" basis by the PITAHC Appraisal and Disposal Committee on **August 29, 2024 at 1:30 PM**, at the Library Room, 2nd floor, PITAHC Building, Matapang St., East Avenue Medical Center Compound, Brgy. Central, Quezon City.



VI. OPENING OF BIDS

1. The opening of bids shall be on the date and time of the public bidding as indicated in this Invitation to Bid. It shall be in the presence of at least three (3) members of the PITAHC Appraisal and Disposal Committee. The bidders and their representatives shall be duly invited; however, their absence will not result in the cancellation of the proceeding.
2. In case of receipt of only one (1) sealed bid from a lone bidder, the received envelope shall not be opened. Consequently, a failure of public bidding shall be automatically declared.
3. Late submission of bids shall automatically be rejected.
4. The PITAHC Appraisal and Disposal Committee shall prepare an Abstract of Bids based on the proposals received which shall be the basis for the awarding of the contract.

VII. AWARDING OF CONTRACT

1. The contract shall be awarded to qualified bidder/s with the highest bid price above the floor price.
2. In case of a tie, the PITAHC Appraisal and Disposal Committee shall resort to either a Toss Coin or Draw Lots method to determine the winner.
3. A Notice of Award shall be issued to the winning bidder within five (5) calendars days from the schedule of the public bidding.
4. The winning bidder shall accept the Notice of Award within five (5) calendars days from the date of issuance.
5. Should the winning bidder refuse to accept the award, the next highest bid above the floor price shall be awarded the contract. Consequently, the bond of the said bidder will be forfeited in favor of PITAHC.

VIII. PAYMENT

1. As soon as the winning bidder has been declared by the PITAHC Appraisal and Disposal Committee, the bidder's bond shall be considered as partial payment for the bid, and the difference between the bid bond and the offered bid price shall be paid in the form of cash, or cashier's or manager's check of a reputable bank within seven (7) calendar days from the date of receipt of the Notice of Award.
2. The winning bidder shall present the Notice of Award and the bidder's bond to the Cashier upon payment.
3. Failure on the part of the winning bidder to settle the full payment within the prescribed period will result in the cancellation of the award and forfeiture of the winning bidder's bond in favor of PITAHC.



4. Should the winning bidder fail to settle the full payment within the prescribed period, the next highest bid above the floor price shall be awarded the contract.

IX. HAULING OF THE PROPERTIES BY THE WINNING BIDDER

1. Within five (5) calendars days after full payment, the winning bidder shall be issued a Notice to Proceed.
2. The winning bidder shall accept the Notice of Proceed within five (5) calendars days from the date of issuance.
3. The winning bidder shall be given ten (10) calendar days from the date of receipt of the Notice to Proceed to haul the unserviceable properties.

X. RETURN OF BIDDER'S BOND

1. The bond/s of the non-winning bidder/s shall be returned to them after the winning bidder has settled the full payment for their bid price.

XI. FAILURE OF PUBLIC BIDDING

1. Failure of public bidding shall be declared in any of the following instances:
 - a. All prospective bidders are declared ineligible;
 - b. Only one (1) bidder submitted a bid;
 - c. All bids are below the floor price;
 - d. No winning bidder, including those in succession, has accepted the award; and
 - e. The remaining winning bidder in succession fails to make the payment as required.
2. In case of failure of the second public bidding, the PITAHC Appraisal and Disposal Committee may conduct the disposal of the unserviceable properties through negotiation.

XII. INQUIRIES

1. For any inquiry of clarification, please contact Ms. Felinda S. Balazon, Administrative Officer III, through telephone numbers (632) 8282-5193 to 94 local 542 or via e-mail at felinda.balazon@pitahc.gov.ph.

EMELINE ROSE R. MARIANO
Chairperson, PITAHC Appraisal and Disposal Committee