

**INVITATION TO BID  
(FIRST PUBLIC AUCTION)  
FOR THE SALE OF UNSERVICEABLE PROPERTIES  
OF THE PHILIPPINE EMBASSY ON AN “AS IS, WHERE IS, NON-RETURNABLE” BASIS**

Muscat PE – ITBid No. : 01-2023  
Date : 24 May 2023

Dear Sir / Madam:

Please quote your offer price in the items indicated below and submit your proposals printed in your company’s or personal letterhead with your name, signature, company name (if any), address and contact numbers.

Submit the duly accomplished proposals on or before **01 June 2023**.

Place your proposals together with the corresponding bid bond (10% of the floor price) and a photocopy of your identification document, such as passport or residence ID card, in a sealed envelope with the ITBid No. 01-2023, your name, address, and contact numbers.

Unsigned proposals, proposals below the floor price, and those without the corresponding bid bond shall be disqualified.

<b>Item Name / Description</b>	<b>Quantity</b>	<b>Floor Price (in Omani Rials)</b>	<b>Location</b>
CPU / HP,Dell (Unserviceable)	8	8.000	Philippine Embassy in Muscat, Sultanate of Oman  <i>Bldg. No. 4067, Way No. 3050, Shatti Al Qurum</i>
Computer Monitor/ HP,Gateway, Samsung, Gateway (Unserviceable)	6	6.000	
Keyboard / Dell	7	3.000	
TV(Unserviceable)	1	3.000	
Computer Mouse (Unserviceable)	3	0.100	
Printer/ HP Laser Jet (Unserviceable)	6	3.000	
Shredder / Atlas (Unserviceable)	1	1.000	
Uninterrupted Power Supplies (UPS) / APC Smart (Unserviceable)	2	2.000	
Projector / BenQ MP515	1	5.000	
Automatic Voltage Regulator (AVR) / Airstar AC ST-200A (Unserviceable)	1	0.200	
Office Desk (Disassembled and unserviceable)	4	2.000	
Chair / Blue color (Unserviceable)	2	0.200	
Revolving Chair (Unserviceable)	2	1.000	
Water Dispenser / Sansui (Unserviceable)	2	1.000	

It is understood that (1) your quoted price is good for sixty (60) calendar days from bid opening; and (2) the Embassy 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 at any time prior to the contract award, without incurring any liability to the affected bidder/s.

For more details, please see attached Instructions to Bidders (ITB).

Very truly yours,

  
**JOANNA VI D. ARBADO**  
Chair, Committee on Disposal

## **INSTRUCTIONS TO BIDDERS**

### **DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH PUBLIC BIDDING**

*(Located at the Philippine Embassy in Muscat, Sultanate of Oman,  
Bldg. No. 4067, Way No. 3050, Shatti Al Qurum)*

#### **A. Inspection of Unserviceable Properties**

**25 – 31 May 2023**

Sunday to Thursday, 8:00 a.m. – 2:00 p.m.

#### **B. Schedule of Public Bidding**

The public bidding shall be conducted on an “as is, where is, non-returnable” basis by the Embassy’s Committee on Disposal (COD) on **01 June 2023** at the Embassy’s *Sentro Rizal*.

#### **C. Qualification of Bidders**

Individuals, including the Embassy’s employees, partnerships and corporations are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the COD.

Duly authorized representative/s, if any, shall submit a certification issued by the President/General Manager/Owner of the company, as may be applicable, authorizing him/her to speak for and submit bids in behalf of the latter.

#### **D. Floor Price**

The floor prices of the properties have been set in accordance with accounting and auditing rules and regulations.

#### **E. Submission of Bids and Bid Bonds**

1. The bid must be submitted using the company’s or personal letterhead to the Embassy, in a sealed envelope together with a photocopy of identification document, such as passport or residence ID card, and shall be labeled with the Muscat PE-ITBid No. 01-2023, 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 **11:00 a.m.** on **01 June 2023**. 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 three (3) COD members and the bidders who chose to attend;
2. A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and
3. An Abstract of Bids shall be prepared by the COD member for reference.

#### **G. Awarding of Bids**

1. Award shall be made to the highest bidder;
2. In case of a tie, the COD will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder; and
3. If 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. One-time payment in cash shall be made within five (5) working days from the date of opening of bids or issuance of the Notice of Award, whichever comes earlier;
2. Payment through salary deduction, in case of winning bidders from the Embassy, shall not be allowed;
3. An Official Receipt shall be issued by the Embassy/COD covering the payment made by the winning bidder; and
4. In case the winning bidder fails to make the payment within the prescribed period, 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.

#### **I. Pick-up/Hauling of the Property by the Winning Bidder**

1. The winning bidder shall be given five (5) working days from receipt of the Notice to Proceed, to pick-up and haul the property;
2. Expenses incidental to the pick-up/hauling of the property shall be borne 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.

#### **J. Forfeiture/Return of the Bid Bond**

1. The Bid Bond shall be forfeited in favor of COD 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.
2. The Bid Bond shall be returned to the concerned bidder/s after the winning bidder has completed the pick-up/hauling of the property.

**K. Failure of Bidding**

Failure of bidding shall be declared in the following instances:

1. If prospective bidders declared ineligible;
2. No bids are received;
3. All bids fail to comply with the bid requirements;
4. All bids below the floor price; and
5. Subject to the conditions in Section G.3 and H.4, the winning bidder refuses to accept the award or fails to make the payment on time.

**CONFORME:**

\_\_\_\_\_  
Name and Signature of Bidder or Bidder's Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

For inquiries, please contact Mr. Joselito Santos, Property Officer and COD member at telephone nos. (+968) 2460-5335, 2460-5140, 2460-5143 and (968) 93227265