

## INVITATION TO BID

The Technical Education and Skills Development Authority (TESDA) Central Office invites all interested parties to bid for the purchase of the various unserviceable **Information and Communication Technology Equipment, Communication Equipment, Other Machineries and Equipment, Furniture and Fixtures, Other Property Plant and Equipment and Other Materials** subject to the following terms and conditions:

### A. Inspection of Used/Unserviceable Properties and Equipment

The used/unserviceable properties and equipment for sale/auction are available for inspection/viewing on **21 September 2023** at the TESDA Central Office, TESDA Complex, East Service Road, South Luzon Expressway (SLEX) Fort Bonifacio, Taguig City 1630 with the following schedule:

- 2:00 pm
- 3:00 pm
- 4:00 pm

The assembly area will be at the TESDA Eco-Park.

### B. Schedule of Public Auction

The public auction shall be conducted on “as is, where is” basis by the TESDA Central Office Appraisal and Disposal Committee (TESDA-COADC).

The TESDA Central Office will hold a **face-to-face Pre-bid Conference** at TESDA Development Institute (TDI) at Building 10, TESDA Complex, East Service Road, South Luzon Expressway (SLEX) Fort Bonifacio, Taguig City 1630 on **26 September, 2:00 pm**.

For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bidding requirements and who will prepare the documents for the bidder to minimize errors in the preparation of bids. The bidders’ representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.

The **Opening of Bids** shall be on **3 October 2023, 2:00 pm** at **TESDA Auditorium, 2nd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630.**

For the Opening of Bids, bidders are required to send one (1) authorized representative or personnel who is familiar with the bidding requirements and who prepared the documents for the bidder. If there are any issues or concerns about the bidder’s documents, the bidder’s representative must respond to them during the meeting.

### C. Qualification of Bidders

Individuals, partnerships and/or corporation are qualified to participate in the public auction, subject to the submission of qualification documents, as may be required by TESDA Central Office Appraisal and Disposal Committee indicated in Section F of this document.

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

### D. Appraised Value

The appraised value of the unserviceable properties has been set in accordance with accounting and auditing rules and regulations.

### E. Bid Fee

1. Upon payment of non-refundable Bid Fee of Five Hundred Pesos (Php500.00) at the **3<sup>rd</sup> Floor, Cash Unit, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX) Fort Bonifacio, Taguig City 1630**. A complete set of bidding documents may be acquired by the interested bidders at the **3<sup>rd</sup> Floor, Procurement Division-Administrative Service, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX) Fort Bonifacio, Taguig City 1630**.

### F. Submission of Bids and Bid Bonds

1. Sealed bids must be duly received by the TESDA-COADC Secretariat through manual submission at TESDA Auditorium, 2nd Floor, TESDA Administration Building, East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City 1630 **on or before 12:00 pm of 3 October 2023**. The bidder (company owner) shall enclose in a sealed envelope the following:
  - a. Duly accomplished Bid Form [in at least three (3) copies preferably typewritten]
  - b. Minimum Bond of at least **10% of the minimum bid price** or equivalent to **Fifty Three Thousand One Hundred Sixty-Eight Pesos and 89/100 (Php 53,168.89)** or **equivalent 10% of the total amount of bid offer**. Said bond shall be in the form of cash or manager's check issued by the reputable bank payable to **"TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY."**
  - c. Photocopy of the company's latest Mayor's/Business Permit,
  - d. Photocopy of the company's latest Annual Income Tax Return (BIR Form 1701), "stamped received by BIR or its duly accredited and authorized institutions",
  - e. Tax Clearance (BIR Form 1714B) or Certificate of Registration (BIR Form 2303), in case of new companies,
  - f. Latest notarized Special Power of Attorney (in case the duly authorized company representative is attending the bidding)
  - g. Duly conformed Instruction to Bidders.
2. Bids submitted below the Appraised Value and /or without the corresponding Bid Bond shall be rejected; and
3. Late bids shall not be accepted.

TESDA Central Office Appraisal and Disposal Committee reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder/s.

  
**DIR. JULIET O. OROZCO**  
Chairperson

TESDA Central Office Appraisal and Disposal Committee

