



REPUBLIC OF THE PHILIPPINES  
**DIGOS WATER DISTRICT**  
 RIZAL AVENUE, DIGOS CITY

### Invitation To Auction/Bid for the Disposal of Unserviceable Properties

The Digos Water District (DWD) through its Disposal Committee invites interested parties to a public bidding for the disposal of Various Unserviceable Property, Plant and Equipment (PPE) and Semi-Expendable properties consisting of the following:

Bidders shall have the option submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis.

Lot	Items/ Description	Estimated Weight (kg) / No. of Units	Floor Price in Php
A	Office Equipment <i>(aircon units, chairs, steel cabinets, photocopying machine)</i>		14,780.00
	ICT Equipment		2,000.00
	Communication Equipment <i>(radio, cellphones)</i>		500.00
	Construction and Heavy Equipment <i>(tamping rammer, demolition hammer)</i>		350.00
	Technical and Scientific Equipment <i>(flowmeters, biometric scanners, money detector)</i>		1,800.00
	Machinery <i>(grass cutter, gasoline motor)</i>		300.00
	<b>Floor Price for Lot A</b>		
B	Assorted Scrap Materials <i>(manual typewriter, fogging machine, saddle clamps, water dispensers, checkwriter, televisions, submersible pumps and motors, other tools and equipment)</i>	3,800 kgs	50,000.00
	<b>Floor Price for Lot B</b>		
C	Motorcycle, Honda Wave 125 <i>(Plate no: SE-2440; Year model: 2002 Chassis no: KPH11-028-004512)</i>	1 unit	2,500.00
	Motorcycle, Kawasaki <i>(Plate no: SE-5019; Year model: 1995 Chassis no: KPB26211)</i>	1 unit	2,500.00
	Motorcycle, Honda XRM 100 <i>(Plate no: SM-1798; Year model: 2006 Chassis no: XRM12-063-180368)</i>	1 unit	2,500.00
	Motorcycle, Honda XRM 125 <i>(Plate no: SM-1428; Year model: 2010 Chassis no: XRM16E043143)</i>	1 unit	2,500.00
	<b>Floor Price for Lot C</b>		
D	Toyota Hi-Lux 4x4 <i>(Plate no: SDV-407)</i>	1,550 kgs	20,150.00
	<b>Floor Price for Lot D</b>		
E	Isuzu Elf and cowl assembly <i>(Plate no: SDD-215)</i>	2,000 kgs	26,600.00
	<b>Floor Price for Lot E</b>		
F	Assorted tires	1 lot	5,000.00
	<b>Floor Price for Lot F</b>		
G	Assorted Batteries	1 lot	10,000.00
	<b>Floor Price for Lot G</b>		
H	Water Meters	4,660 pcs	630,000.00
	<b>Floor Price for Lot H</b>		
<b>TOTAL FLOOR PRICE</b>			<b>770,880.00</b>

Bids received below the floor price shall be automatically rejected at bid opening.



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1. The summary of bidding activities is as follows:

<b>Bidding Activity</b>	<b>Date and Time</b>
Issuance of Bidding Documents/ Publication of ITB	April 29 - May 6, 2024
Pre-Auction Conference	May 7, 2024, 2:00 PM
Deadline of submission of Bids	May 10, 2024, 8:45 AM
Opening of Bids	May 10, 2024, 9:00 AM

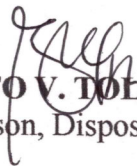
2. For further information, please refer to:

**KAMILLE FAITH QUIÑONES**  
*Member, Disposal Committee*  
*Digos Water District*  
*Rizal Avenue, Digos City, Davao del Sur*  
*Telefax no. (082)553-8742*  
*dwdprocurement@gmail.com*

3. You may visit the following websites:

**For downloading of Bidding Documents:** <https://digoswaterdistrict.gov.ph/>

*Issued on April 29, 2024.*

  
**JOVITO V. TOLARES**  
Chairperson, Disposal Committee



## ***Terms of Reference***

(Public Auction for the Disposal of Unserviceable Properties)

### **1. Inspection of Unserviceable Properties**

Unserviceable properties for sales, consisting of office equipment, information and communication technology equipment, communication equipment, construction and heavy equipment, technical and scientific equipment, machinery, assorted scrap materials, motor vehicle, assorted tires and batteries and water meters are available for viewing from May 7, 2024 after pre-auction conference at DWD Warehouse, Lapu-Lapu Extension Digos City, Davao del Sur.

### **2. Schedule of Pre-Auction Conference**

The Digos Water District will hold a Pre-Auction Conference on May 7, 2024 at 9:00 in the morning at Digos Water District Board Room and/or through video conferencing or webcasting via Google Meet (*the link will be provided at least 15 minutes before the Pre-Auction Conference*), which shall be open to prospective bidders.

### **3. Schedule of Public Bidding**

The Public Bidding shall be conducted on an “AS IS, WHERE IS” basis by the DWD Disposal Committee on May 10, 2024 at 9:00 in the morning at Digos Water District Board Room and/or through video conferencing or webcasting via Google Meet (*the link will be provided at least 15 minutes before the Bid Opening*). Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

### **4. Qualification of Bidders**

Natural and juridical persons, associations, partnerships or corporations with legal capacity and compliant with the prescribed rules and regulations may participate in the sale by public auction.

### **5. Floor Price**

Floor prices for each of the lot of the property for sales, has been set in accordance with the Technical Evaluation Report of Commission on Audit, XI. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Only bids equal to or higher than the above floor prices for each lot shall accepted. Bids shall be made based on the cost per unit of each of the lot (minimum bid price) multiplied by DWD estimated quantity/weight and the winning bidder shall be determined based on the Highest Total Bid. For Lots B, D and E, actual amount payable to DWD shall be determined only after weighing of the property for sale shall have been made prior to hauling of the items. Tallied weights shall be deemed final in the determination of the total amount due to DWD. On the other hand, for Lots A, C, F, G and H, they will be disposed on a per lot and “As-in-Where-is” basis.

### **6. Submission of Bids**

6.1 Auction Tender must be submitted in three (3) copies (*1 original, 2 duplicates*) through manual/physical submission using the prescribed Auction Tender Form (*see Annex A*);



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6.2 The following documents shall likewise be included in the submission of sealed envelope:

1. For:
  - A. Individuals:
    - i. One (1) photocopy of any government issued ID of the bidder or his/her authorized representative
    - ii. One (1) photocopy of Community Tax Certificate
  - B. Businesses
    - i. One (1) photocopy of Business Permit
  - C. Organizations:
    - i. One (1) photocopy of SEC registration
2. One (1) Photocopy of Conformed Terms of Reference (TOR)
3. Authorization Letter for said representative, if applicable

6.3 Bidders shall submit auction tenders for different lots in separate envelopes. If, however, the buyer is interested in all lots, the auction tender shall be submitted in only one (1) envelope.

6.4 The sealed envelope should also contain the Auction Bond of at least ten percent (10%) of the minimum auction tender per lot set by DWD in the form of Cash, Manager's/Cashier's Check from a commercial or universal bank. Auction tender submitted without the corresponding Auction Bond shall be disqualified;

6.5 Original copies of the submitted documents may later be required for verification purposes;

6.6 A Tender Box shall be made available where bidders should place their auction tenders; and

6.7 Deadline of submission of auction tenders is on May 10, 2024 at 8:45AM. Auction tender submitted beyond deadline shall not be accepted.

## **7. Opening of Auction Tender**

7.1 Opening of auction tender is on May 10, 2024 at 9AM.

7.2 A bid submitted cannot be changed or withdrawn after the deadline of submission of bids; and

7.3 An Abstract of Bidding shall be prepared by the Disposal Committee for reference.

## **8. Awarding of Sales**

8.1 The details of the bid of the highest bidder will be further evaluated by the Committee to determine if such bid complies with the terms and conditions of the bidding to be declared the winning bidder and entitled for the issuance of the Notice of Award.

8.2 In case of a tie, the Disposal Committee will resort to non-discretionary measures, such as flipping a coin or drawing lots, to establish the winning bidder.



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8.3 If the winning bidder refuses to accept the award, said bidder will be subject to blacklisting and shall not be allowed to participate in future biddings. The next highest bidder shall be awarded the bid, so forth and so on.

**9. Payment**

9.1 The auction bond will be considered as partial payment. The remaining amount, calculated as the difference between such payment and the determined auction price owed to DWD, must be settled in full within five (5) calendar days from the issuance date of the Notice of Award and/or the Deed of Sale, either in cash or through a manager's/cashier's check.

9.2 No transfer or Deed of Assignment of the Award shall be honored by the DWD. Awardee or his authorized representative is required to personally pay, withdraw and/or request for extension of withdrawal, if warranted, for the awarded item;

9.3 An Official Receipt shall be issued by the Digos Water District covering the payment made the awardee; and

9.4 In case the winning bidder fails to make payment within the prescribed period, said bidder will be subject to blacklisting, rendering them ineligible to participate in future biddings. Subsequently, the award shall be given to the next highest bidder.

**10. Claiming of Award**

10.1 The winning bidder shall be given five (5) calendar days from receipt of the Notice of Award, to withdraw the disposed unserviceable property. It shall be done in the presence of the Property Officer or duly authorized representative and witnessed by the Disposal Committee.

10.2 The expenses incidental to the withdrawal/hauling of the property shall be borne by the winning bidder; and

10.3 Failure to claim the properties within the specified period shall cancel the award. Subsequently, the award shall be given to the next highest bidder.

**11. Forfeiture of the Auction Bond**

11.1 The bond shall be forfeited in favor of the Digos Water District in the following instances:

- a. If the winning bidder refuses to accept the award;
- b. If the winning bidder fails to make payment within the prescribed period;
- c. If the winning bidder fails to complete the withdrawal/hauling of the property within the specified period.

11.2 The Auction Bond shall be returned to the non-winning bidders immediately after the winning bidder has been declared and ascertained by the Disposal Committee.

**12. Failure of Public Auction**

Failure of public auction shall be declared in the following instances, if:

- a. Prospective bidders are declared ineligible,
- b. No bids are received,
- c. All bidders fail to comply with the terms and conditions,



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- d. The winning bidder refuses to accept the award,
- e. The winning bidder fails to make the payment or withdraw/haul the unserviceable property within the prescribed period.

DWD reserves the right to reject any or all bids, to waive any defect in the bids received and to accept such bid which is most advantageous to the government.

**CONFORME:**

Name & Signature of Bidder

Or Authorized Representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



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**Annex A**  
 Auction Tender Form

\_\_\_\_\_ Date

**JOVITO TOLARES**  
 Chairperson, Disposal Committee

Sir:

Submitted herewith is my bid proposal with full knowledge of the requirements relating to the public auction and in response to the Invitation to Bid and the Terms of Reference for the Disposal of Unserviceable Properties:

Lot	Items/ Description	Estimated Weight (kg) / No. of Units	Floor Price in Php	Bid Price	Total
A	Office Equipment <i>(aircon units, chairs, steel cabinets, photocopying machine)</i>		14,780.00		
	ICT Equipment		2,000.00		
	Communication Equipment <i>(radio, cellphones)</i>		500.00		
	Construction and Heavy Equipment <i>(tamping rammer, demolition hammer)</i>		350.00		
	Technical and Scientific Equipment <i>(flowmeters, biometric scanners, money detector)</i>		1,800.00		
	Machinery <i>(grass cutter, gasoline motor)</i>		300.00		
	<b>Floor Price for Lot A</b>			<b>19,730.00</b>	
B	Assorted Scrap Materials <i>(manual typewriter, fogging machine, saddle clamps, water dispensers, checkwriter, televisions, submersible pumps and motors, other tools and equipment)</i>	3,800 kgs	50,000.00		
	<b>Floor Price for Lot B</b>			<b>50,000.00</b>	
C	Motorcycle, Honda Wave 125 <i>(Plate no: SE-2440; Year model: 2002 Chassis no: KPH11-028-004512)</i>	1 unit	2,500.00		
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	<b>Floor Price for Lot C</b>			<b>10,000.00</b>	
D	Toyota Hi-Lux 4x4 <i>(Plate no: SDV-407)</i>	1,550 kgs	20,150.00		
	<b>Floor Price for Lot D</b>			<b>20,150.00</b>	
E	Isuzu Elf and cowl assembly <i>(Plate no: SDD-215)</i>	2,000 kgs	26,600.00		
	<b>Floor Price for Lot E</b>			<b>26,000.00</b>	



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Lot	Items/ Description	Estimated Weight (kg) / No. of Units	Floor Price in Php	Bid Price	Total
F	Assorted tires	1 lot	5,000.00		
	<i>Floor Price for Lot F</i>		<b>5,000.00</b>		
G	Assorted Batteries	1 lot	10,000.00		
	<i>Floor Price for Lot G</i>		<b>10,000.00</b>		
H	Water Meters	4,660 pcs	630,000.00		
	<i>Floor Price for Lot H</i>		<b>630,000.00</b>		
<b>TOTAL BID PRICE</b>					

It is understood that the Total Bid Price is **NOT** the actual amount payable to Digos Water District but shall only be a factor in determining the winning bidder. The actual amount payable shall be determined **ONLY** after the weighing of the property/items for sale.

DWD reserves the right to accept or reject any bid, including that of a single eligible bidder, waive any minor deviation in the bid which will not materially affect the substance of the bid and to annul the bidding process at any time prior to award, without incurring any liability to the affected bidder/s.

Very Truly Yours,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Bidder / Business or Organization name (if any)

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Mobile no., Telephone no., Fax no.

\_\_\_\_\_  
Email Address



**Authorization Letter**

I hereby authorize \_\_\_\_\_ to perform the following on my behalf:

Please check applicable box

- To submit the financial bid
- To withdraw/haul the properties
- To receive the bidder's bond, if applicable
- To sign and receive pertinent documents related to the bidding

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

Done this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Registered Bidder:

Authorized Representative:

Signature over Printed Name

Signature over Printed Name