



INSTRUCTIONS TO BIDDERS

For the 2nd Round of Sale of Assorted Waste Materials Located at Sucat Thermal Power Plant (STPP) in Sucat, Muntinlupa City

A. Inspection of the Waste Materials

Waste materials for sale are available for inspection on **14 February 2018 at 9:00 A. M. to 3:00 P. M.** at the Sucat Thermal Power Plant, Sucat Muntinlupa City.

B. Schedule of Public Bidding

The public bidding shall be conducted on an “as is, where is” basis by the PSALM BAC-Disposal. Schedule of opening of bids is on **21 February 2018 at 10:15 A. M.** at the **3F Transco Power Training Center, Agham Rd. cor. Quezon Avenue, Quezon City.**

C. Qualification of Bidders

1. Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of a copy of the following qualification documents:
 - a. DTI Certificate for sole proprietorship or SEC Certificate for partnership or corporations;
 - b. BIR Certificate of Registration;
 - c. Mayor’s Permit; and
 - d. Signed copy of Instructions to Bidders

D. Submission of Bids

1. Place your bid/s for the item/s indicated below and the qualification documents mentioned in Section C inside a sealed envelope and label it with your company’s/firm’s or personal letterhead with your company name/name, authorized signature, address and contact numbers.

Item	Description	Quantity	U/M	Minimum Bid Price (in PhP)
1	Empty Ink Cartridges, Toners and Ribbons	1	lot	13,200.00
2	Assorted Vehicle Parts and Accessories	1	lot	8,500.00

2. Deadline of submission of bids is on **21 February 2018, 10:00 A. M.** Bids submitted beyond deadline shall not be accepted.

E. Opening of Bids

1. Opening of bids shall be on **21 February 2018, 10:15 A. M.**, in the presence of at least one (1) BAC-Disposal member and the bidder/s who chose to attend;
2. An abstract of bid shall be prepared by the BAC-Disposal Secretariat for signature of the BAC-Disposal and approval of the BAC-Chairperson.

F. Awarding of Bids

1. Award shall be made to the highest bidder;
2. In case of a tie, the PSALM BAC-Disposal will resort to non-discretionary criteria (toss coin or draw lots) to determine the winning bidder.

G. Payment

1. One-time payment in cash shall be made within **five (5) calendar days** from the date of receipt of the notice of award.;
2. An Official Receipt shall be issued by PSALM Corporation covering the payment made by the winning bidder.

H. Pick-up/Hauling of the Waste Materials by the Winning Bidder

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

I. Failure of Bidding

Failure of bidding shall be declared in any of the following instances:

1. Only one (1) bidder participated in an item for bidding;
2. Prospective bidders are declared ineligible;
3. No bids are received; and
4. All bids fail to comply with the bid requirements.

CONFORME:

Name & Signature of Bidder	Company	Date
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