



INSTRUCTIONS TO BIDDERS

For the Disposal of Panels and Partitions located at PSALM Storage in Port area, Manila

A. Inspection of the Waste Materials

The Panels and Partitions for sale are available for inspection on **09 March 2018 at 9:00 A. M. to 3:00 P. M.** at PSALM storage in Port Area, Manila (located at Old NPC Building, 161 A Bonifacio Drive, Port Area, Manila).

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 **16 March 2018 at 10:15 A. M.** at the **3/F Transco Bldg., Power Center Quezon Avenue corner BIR Road, Diliman, 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	Panels and Partitions	1	lot	70,000.00

2. Deadline of submission of bids is on **16 March, 10:00 A. M.** Bids submitted beyond deadline shall not be accepted.

E. Opening of Bids

1. Opening of bids will be on **16 March 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