



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
 Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792
 Email: director@ati.da.gov.ph
 URL: <http://www.ati.da.gov.ph> | www.e-extension.gov.ph

INVITATION TO BID

ATI-DC-ITB 2025-02-01
 February 4, 2025

Dear Sir/Madam:

Please quote your offer price in the item/s indicated below and submit your proposals printed on 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 February 19, 2025, at the Supply and Management Office (SMO) at 12:00NN**. Place your proposals together with the corresponding **bid bond (Php500.00)** in a sealed envelope with the ATI-DC No. above, your name, address, and contact numbers. Unsigned proposals, below the floor price and those without the corresponding bid bond shall be disqualified.

Item Name/Description	Floor Price	Location
One (1) Lot Scrap Materials from Construction, Spare Parts, etc.	Minimum Bid of: Ordinary Steel – Php5.00/kilo Metal Sheet (Yero) – Php 1.00/kilo Plastic – 2.00/kilo Others – by/Lot – Php 200.00	ATI Compound, Elliptical Road, Diliman, Quezon City

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

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

Very Truly yours,


ENGR. REMELYN R. RECOTER, MNSA, CESO III
 Director IV *for*



INSTRUCTIONS TO BIDDERS

DISPOSAL OF UNSERVICEABLE PROPERTIES THROUGH BIDDING

(Located at ATI Compound)

ATI-DC-ITBid 2025-02-01

A. Inspection of Unserviceable Properties

Unserviceable properties consisting of scrap/waste materials for sale are available for viewing from **February 10-19, 2025**, at the ATI Compound, Elliptical Road, Diliman, Quezon City;

B. Schedule of Bidding

The bidding shall be conducted on an **"as is, where is"** on a per lot basis by the ATI Disposal Committee (ATI-DC) on **February 19, 2025, at 1:30 PM** in the ATI Board Room.

C. Qualification of Bidders

Individuals including ATI employees, single proprietorships, partnerships, corporations, and cooperatives, are qualified to participate in the bidding, subject to the submission of qualification documents, as may be required by the ATI-DC;

D. Floor Price

A floor price of the property has been set in accordance with accounting and auditing rules and regulations based on the **current market price per scrap. The bid price shall be multiplied by the actual weight of the waste materials.**

The winning bidder is responsible for bringing a weighing scale in order to determine the actual amount to be paid on this bid. The Commission on Audit shall be present on the actual weighing of the scrap materials for transparency purposes.

E. Submission of bids

1. The bid must be submitted using the company's/firm's letterhead (see attached Annex A) to the ATI-DC Secretariat, Internal Audit Office Basement, ATI Building, Diliman, Quezon City in a sealed envelope and shall be labeled with the ATI-DC-ITB No., the bidder's name, address, and contact number;
2. A bid Bond amounting to PhP500.00 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. The deadline for submission of bids is on **February 19, 2025, at the Supply and Management Office at 12:00 noon**. Bids submitted beyond the deadline shall not be accepted.

F. Opening of Bids

1. Opening of bids will immediately follow after the deadline for submission of bids in the presence of at least one (1) ATI-DC member, and the bidders who chose to attend;



PROPERTY-2025-
02-04-8962841-
01-00001

2. A bid submitted cannot be changed or withdrawn after the deadline for submission of bids;
3. An Abstract of Bids shall be prepared by the ATI-DC Secretariat for reference.

G. Awarding of Bids

1. The award shall be made to the highest bidder by lot/kilo;
2. If the highest bid amount is the same of the two (2) or more bidders, the ATI-DC shall toss a coin or draw lots to determine the winning bidder; If more than two (2) bidders are with the same amount, draw lots shall determine the winning bidder.
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, and so forth and so on.

H. Payment

1. The winning bidder shall be given **five (5)** calendar days from receipt of the Notice to Proceed to pick up and haul the property in the presence of the Commission on Audit (COA);
2. Incidental expenses such as 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/canceled. The next highest bidder shall be awarded the bid and so forth and so on.

I. Forfeiture/Return of the Bid Bond

1. The Bid Bond shall be forfeited in favor of ATI 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.

J. Failure of Bidding

Failure of bidding shall be declared in the following instances;

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



PROPERTY-2025-
02-04-8962841-
01-00001

CONFORME

Name & Signature of Bidder's Authorized Representative

Position

Date

email add and tel. nos.

For inquiries, please contact Ms. Arlene S. Nilo at Tels Nos 8929-85-41 loc 224 or 09985450219



PROPERTY-2025-
02-04-8962841-
01-00001

COMPANY LOGO

ATI-Disposal Committee:

Submitted herewith is my bid proposal in response to ATI-DC-ITB 2025-02-01 dated February 4, 2025:

Item Name/Description	Floor Price (PhP)	Bid Price
One (1) Lot of Scrap Materials from Construction, Spare Parts, etc.	Bid of: Ordinary Steel – Php5.00/kilo Metal Sheet (Yero) – Php 1.00/kilo Plastic – 2.00/kilo Others – by/Lot – Php 200.00	Ordinary Steel - Metal Sheet - Plastic - Others -

It is understood that the ATI reserves the right to accept or reject any bid, including that of a single eligible bid, to the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the ITB.

Very truly yours,

Signature: _____

Printed Name: _____

Tax ID No. (TIN): _____

Address: _____

Mobile No: _____

Telephone No: _____



