



## CARCAR WATER DISTRICT

San Vicente St., Pob. I, Carcar City, Cebu, Philippines  
Tel. No. 520-4949  
[www.carcarwaterdistrict.gov.ph](http://www.carcarwaterdistrict.gov.ph)



Management  
System  
ISO 9001:2015



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ID 9108633697

### INSTRUCTION TO BIDDERS

#### DISPOSAL OF UNSERVICEABLE PROPERTY THROUGH PUBLIC BIDDING

(Items to be disposed are located at the Carcar Water District)

##### A. Qualification of Bidders

Individuals, partnerships and/or corporations are qualified to participate in the bidding, subject to the submission of qualification documents, such as SEC Registration Certificate for corporations or DTI Registration Certificate for sole proprietorship and/or valid business permit.

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

##### B. Pre-bid Conference and Inspection of Unserviceable Properties

To address queries from prospective/interested bidders, pre-bid conference shall be held on **June 16, 2022 at 2:00pm** at Carcar Water District. During the pre-bid conference unserviceable properties for sale consisting of Flowmeters, Chlorinators, Air Conditioner, Various office and Communication Equipment and Meter Cages are available for viewing.

##### C. Bid Form

There is no required/applicable bidding fee. Prospective/Interested Bidders can submit their Bid Form to BAC secretariat on or before **June 30, 2023 @ 2:00 pm**.

##### D. Floor Price

A floor price of the property to be disposed has been set per lot in the amount as indicated on the Inventory and Inspection Report of Unserviceable Property of **P5437.60**.

##### E. Schedule of Public Bidding

The public bidding shall be conducted on an "as is, where is" basis, on **June 30, 2023 @ 2:00 pm** at Carcar Water District.

##### F. Submission of Bids

- a. The bid must be submitted using the prescribed Bid Proposal Form to the BAC Secretariat, in a duly signed sealed envelop and shall be properly labeled with Bidder's Name, address and contact numbers. The bid proposal shall be signed by the bidder or his duly authorized representative. Unsigned bids shall be disqualified and shall not be accepted.
- b. Bids submitted below the floor price and/or without the corresponding Bid Bond Shall be disqualified and;
- c. Deadline for submission of bids is on **June 30, 2023 @ 2:00 pm**. Bids submitted beyond said deadline shall not be accepted.

**G. Opening of Bids**

- a. Opening of bids will immediately follow after the deadline of submission of bids in the present of members of the BAC Committee and Disposal Committee and the bidders who choose to attend;
- b. A bid submitted cannot be changed or withdrawn after the deadline of submission of bid;
- c. An Abstract of Bids shall be prepared by the BAC Secretariat.

**H. Bid Bond**

The Bid Proposal shall be accompanied by the Bid Bond in the form of CASH equivalent to 10% of the total bid amount. A bid without the corresponding Bid Bond or below the required amount shall be disqualified;

The official receipt of the bid bond must be submitted and presented by the bidder during the actual opening of bid.

**I. Notice of Award**

Award shall be made to the highest and responsive bidder. The highest and responsive bidder shall settle the bidded amount in full within five (5) calendar days upon receipt of Notice of Award.

**J. Notice to Proceed**

The Notice to Proceed (NTP) shall only be issued once the highest and responsive bidder settled the bidded amount with the prescribed days indicated in Item I. Non-compliant for the settlement of the bidded amount shall result for disqualification and proceed for the evaluation of bid of the next highest bidder.

**K. Pull-out/Taking-out of Awarded Items**

The winning bidder must pull-out all the awarded unserviceable items within 3 days after Notice to Proceed. The winning bidder is subject to the supervision, witnessing and approval by the BAC and Disposal Committee during the actual disposal.



**ATTY RA SOLOMON A. ENRIQUEZ**  
BAC Chairperson