



Republic of the Philippines

# ALAMINOS CITY WATER DISTRICT

Poblacion, Alaminos City, Pangasinan 2404; FaxTel. No. (075) 654-00-11; Email: acwd\_alaminos@yahoo.com

## INVITATION TO BID FOR THE SALE OF VARIOUS UNSERVICEABLE MATERIALS AND EQUIPMENT

“As is, Where is” Basis

Date of Bidding: August 9, 2018

Item No.	DESCRIPTION / LOCATION	Minimum Bid Price
1	One (1) lot, various unserviceable materials and equipment, consists of Saddle Clamps (Assorted Types and Size), Adapter/Coupling (Assorted Size), Gate Valve (Assorted Type/Size), C.I Tee (Assorted Size), 6” B.I Pipe, Batteries (Assorted Tyep/Brand), Venetian Blinds, Tag Board, Flourescent Fixtures, P.E Pipe, Assorted Scrap (Steel), ACWD Old Documents (Shredded Documents Only), Check Write, Fire Extinguishers, Fittings, Flange Valves and Fittings, 1400 L.M Dia, Valves and Flanges, Control Valve, Plastic Pipes, 4” Elbow Gate Valve, Furnitures and Fixtures, Water Meters, E-Jet Flowmeters, Aircon, Desktop Computer, Printer, UPS, Monitor, 24 Port Switch, Rocket M5, AM Antenna JG 19-120, VFD 40HP, VFD (Teco), Centrifugal Pump, Submersible Pump with Motor, Chlorinator, Conference Chair, Executive Chairs, Office Furniture, Conference Table, ISUZU Stainless Jeep located at ACWD Pogo Warehouse, Brgy. Pogo, ACWD Quibuar I Pumping Station Brgy. Quibuar and ACWD Sabangan Pumping Station, Brgy. Sabangan Alaminos City Pangasinan.	Php 317, 153.00

### REQUIREMENTS FOR ISSUANCE OF BID DOCUMENTS

The complete set of Bid Documents shall be issued to bidders upon application and payment of a non-refundable fee of **P 500.00 per set**.

Sealed Bids in the prescribed form shall be received until **10:00 AM** on **AUGUST 9, 2018** at the ACWD Board Room, ACWD Multi-Purpose and Training Center Brgy. Pogo Alaminos City, Pangasinan and shall then and there be opened and publicly read at 10:30am on the same day.

### ALL BIDS MUST BE SUBMITTED WITH THE FOLLOWING

1. Bid Security in the form of Cash or Manager’s Check Equivalent to ten percent (10%) of the total Bid Price;
2. 2017 Financial Statement wit Income Tax Return of the Bidders (stamped “received” by the BIR or its duly accredited and authorized institutions);
3. Duly signed Instruction to Bidders and Terms & Conditions of Sale; and
4. Bidder’s Inspection Certificate

Interested bidders may obtain further information from *the BAC Secretariat (contact no. 654.0011)* and inspect the Bidding Documents at the Alaminos City Water District, Quezon Avenue Poblacion Alaminos City, Pangasinan during 9:00 AM to 5:00 PM.

**Issuance of Bid Documents will start on Wednesday- August 1, 2018 to August 8, 2018 from 9:00AM to 5:00PM.**

The Alaminos City Water District (ACWD) reserves the right to reject any or all bids, to waive any formality found therein and to accept such proposals as may be advantageous to its interest

**GENESIS G. ARIOLA**  
Auction Committee Chairman  
Department Manager B  
Alaminos City Water District,  
Quezon Avenue Poblacion  
Alaminos City, Pangasinan



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**ALAMINOS CITY WATER DISTRICT**

Poblacion, Alaminos City, Pangasinan 2404; FaxTel. No. (075) 654-00-11; Email: acwd\_alaminos@yahoo.com

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# **Instruction to Bidders and Terms & Conditions of Sale**

**FOR THE SALE OF VARIOUS UNSERVICEABLE  
MATERIALS AND EQUIPMENT  
“As is, Where is” Basis**

located at the following locations:

1. ACWD Pogo Warehouse, Brgy. Pogo
2. Quibuar I Pumping Station Brgy. Quibuar
3. Sabangan Pumping Station, Brgy. Sabagan  
Alaminos City Pangasinan

**AUGUST 9, 2018/10:30 AM  
ACWD Boardroom, ACWD Multi-Purpose  
Warehouse and Training Center Brgy. Pogo  
Alaminos City, Pangasinan**



## INSTRUCTION TO BIDDERS AND TERMS & CONDITIONS OF SALE

### 1. INTRODUCTION

- 1.1 The ALAMINOS CITY WATER DISTRICT (ACWD), will receive bids for the sale of unserviceable materials, supplies and equipment, as described in the Price Quotation Form, on "as is, where is" basis.
- 1.2 These are the instruction to bidders for Public Bidding. Alaminos City Water District may issue special instruction to bidders and may require additional documents.

### 2. COST OF BIDS

- 2.1 The Bidder shall bear all costs in the preparation and delivery of their bids and Alaminos City Water District shall in no case be responsible or liable for these costs, regardless of the outcome of the bidding process.

### 3. BID DOCUMENTS

- 3.1. Complete set of Bid Documents shall include:
  - 3.1.1. The Invitation to Bid (ITB) which includes the date, time and place of the pre-bid conference (where applicable), submission and opening of bids.
  - 3.1.2. Instruction to Bidders (IB), which includes the Terms and Condition of Sale.
  - 3.1.3. The Price Quotation Form, which includes the bid offers.
  - 3.1.4. The Bid Security in the prescribed form.
  - 3.1.5. Amendment and/or Addendum on the original bid documents, if any.
  - 3.1.6. Special Instructions, if any.

### 4. TIME AND PLACE FOR RECEIPT OF THE BIDS

- 4.1. Sealed bids will be received until **10:00 AM on AUGUST 9, 2018, at the ACWD Board Room, ACWD Multi-Purpose and Training Center Brgy. Pogo Alaminos City, Pangasinan.** **Opening of Bids is on AUGUST 9, 2018 at 10:30am.** Observing subsequent amendment/addendum issued, if any, pertinent there to at which time all bids received shall be opened and read publicly. Submission of bids after the designated time and date shall no longer accepted.

### 5. ELIBILITY CRITERIA

- 5.1 Any person, partnership or corporation complying with the prescribed rules and Regulations may participate in the sale by public bidding.

### 6. BIDS TO BE CONSIDERED

- 6.1 Only bids from parties and their authorized representatives who have been duly issued the Bid Documents in accordance with Section 5 hereof shall be opened. Bids from parties who have not been issued the Bid Documents will be rejected outright.
- 6.2 No bids shall be accepted from parties who are disqualified from participating in public bidding or in any kind of contract with the Government of the Republic of the Philippines
- 6.3 Parties/companies with pending cases and outstanding obligations with Alaminos City Water District shall be excluded from the bidding.
- 6.4 Bids submitted without a Bid Security, or bids submitted with materially defective or otherwise unacceptable Bid Security will be rejected outright and returned to be the bidder



**7. SUBJECT OF BID**

7.1. Bids shall be for the sale of the following Alaminos City Water District- owned materials, supplies & equipment as specified below:

Item No.	DESCRIPTION / LOCATION	Minimum Bid Price
1	One (1) lot, various unserviceable materials and equipment, consists of Saddle Clamps (Assorted Types and Size), Adapter/Coupling (Assorted Size), Gate Valve (Assorted Type/Size), C.I Tee (Assorted Size), 6" B.I Pipe, Batteries (Assorted Tyep/Brand), Venetian Blinds, Tag Board, Flourescent Fixtures, P.E Pipe, Assorted Scrap (Steel), ACWD Old Documents (Shredded Documents Only), Check Write, Fire Extinguishers, Fittings, Flange Valves and Fittings, 1400 L.M Dia, Valves and Flanges, Control Valve, Plastic Pipes, 4" Elbow Gate Valve, Furnitures and Fixtures, Water Meters, E-Jet Flowmeters, Aircon, Desktop Computer, Printer, UPS, Monitor, 24 Port Switch, Rocket M5, AM Antenna JG 19-120, VFD 40HP, VFD (Teco), Centrifugal Pump, Submersible Pump with Motor, Chlorinator, Conference Chair, Executive Chairs, Office Furniture, Conference Table, ISUZU Stainless Jeep located at ACWD Pogo Warehouse, Brgy. Pogo, ACWD Quibuar I Pumping Station Brgy. Quibuar and ACWD Sabangan Pumping Station, Brgy. Sabagan Alaminos City Pangasinan.	Php 317, 153.00

7.2 The above properties shall be sold on an "AS IS, WHERE IS" basis.

**8. BIDDING INFORMATION**

8.1. No government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective, other than what is contained in the Bid Documents, or disclosed in the pre-bid conference and in the official announcement of bid results.

**9. PREPARATION OF BIDS**

9.1 Each bidder shall prepare his bid in the prescribed Price Quotation Form including data in support thereof in duplicate copies marked as "Original" and "Second Copy". In case of discrepancy among the copies, the original shall govern

9.2. The bids shall be contained in two envelopes:

**A. First (1<sup>st</sup>) Envelope:**

- i. Latest Financial Statement with Income Tax return of the bidder (stamp-receipt by the BIR)
- ii. Duly signed Instruction to Bidders and Terms & Conditions of Sale
- iii. Bidder's Inspection Certificate

**B. Second (2<sup>nd</sup>) Envelope:**

- i. Corresponding Bid Security
- ii. Bidder's proposal in the prescribed price Quotation Form

9.3. Each envelope should be securely sealed, marked and addressed to as follows:

The Chairman  
Auction Committee  
Alaminos City Water District  
Quezon Avenue Poblacion  
Alaminos City Pangasinan

9.4. The Bid Price offered must be on an individual "lot" basis. A bidder can be bid on any single lot or all the lots as described on Section 7 hereof



## 10. BID CURRENCY

- 10.1. In all bids, prices shall be expressed in written words and figures in Philippine Currency. In case of discrepancies between prices in words and figures, the prices in words shall be considered as the bid price.

## 11. VALIDITY OF THE PROPOSAL

- 11.1. A bid will be deemed valid for a period of sixty (60) days or stated in the Price Quotation Form. A Bid with a shorter validity period shall not be considered.
- 11.2. The Alaminos City Water District may, after the expiration of the validity period of a bid, solicit the bidder's consent for an extension of said validity. The response shall be made in writing or fax or e-mail

## 12. ADDENDA TO SPECIFICATION

- 12.1. Alaminos City Water District shall reserve the right to amend, revise or modify the Bid Documents prior to the date of opening of bids. Such amendments, revisions, modifications, or clarifications, if any, will be made through an addendum/addenda, and copies will be furnished to all prospective bidders
- 12.2. In consideration of its best interest, Alaminos City Water District may postpone the opening of bids to a later date. In any such case, the addendum to be issued will include an announcement of the new date for opening of bids.
- 12.3. Bidders are required to acknowledge receipt of all addenda to the Bid Documents in the space provided on the Letter of Transmittal or by telegram prior to the opening of bids.
- 12.4. Failure to acknowledge all addenda may cause the bid to be considered as responsive to the Invitation to Bid, which could result in the rejection of the bid.

## 13. BIDDER'S EXEPTIONS

- 13.1. It is the desire of Alaminos City Water District to eliminate or minimize as much as possible post bidding discussion of bidder's clarifications, deviation or exceptions. Therefore, any bidder who desires to make any clarifications, deviation or exceptions on some provisions of the Bid Documents should, within ten (10) calendar days before the date set for the opening of bids, communicate such clarifications, deviations or exceptions in writing to Alaminos City Water District, giving the reason therefore.
- 13.2. If the clarifications, deviations or exceptions are acceptable to Alaminos City Water District, an Amendment/Addendum will be issued for the general information of all prospective bidders. It shall be the responsibility of all those who have properly secured the Bid Documents to inquire and secure the said addendum that may be issued by Alaminos City, Pangasinan.

## 14. BID SECURITY

- 14.1. Each bidder shall submit with his bid a Bid Security in the amount of not less than ten percent (10%) of the total bid price in the form of cash or manager's check payable to the ALAMINOS CITY WATER DISTRICT, and/or combination thereof.
- 14.2. A bid submitted without the required Bid Security or with a Bid Security in an amount less than the required amount shall be rejected and will be returned to the bidder.
- 14.3. Upon determination of the highest calculated responsive bidder, the AUCTION COMMITTEE shall return outright the bid security of the other bidders without interest.
- 14.4. The Bid Security of the winning bidder shall be subject to forfeiture in the event the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt of written advice.
- 14.5. The Bid Security of the winning bidder shall be converted into a performance Bond and shall only be refunded after all the awarded items have been completely withdrawn and all provision of the Letter of Award/ Release Order/Contract have been met by the awardee.

## 15. SUBMISSION AND OPENING OF BIDS

- 15.1. Bidders or their authorized representatives shall deliver by hand their bid at the date, time and place as set out in Section 4. After the time set for bid opening, the AUCTION COMMITTEE Chairman will open and read the bids at the presence of the bidders or their authorized representative.



15.2. Offers received after the time set for bid opening will not be accepted.

## 16. DEFECTIVE BIDS

16.1. At the time of opening of bids, a bid shall be considered defective in any of the following cases:

- a) Not in prescribed form (e.g. unsigned bids);
- b) Not accompanied or guaranteed by a bid security
- c) With insufficient bid security;
- d) Not accompanied by a duly accomplished bidder's Inspection Certification;
- e) With a validity period less than that required

## 17. WITHDRAWAL OF BIDS

17.1 A bidder may be allowed to withdraw his Bid before the time of opening of bids. His Bid shall be returned unopened.

## 18. RESERVATION CLAUSE

18.1. Alaminos City Water District reserves the right to reject any or all bids and to waive any formality found therein and to accept such bids as maybe considered most advantageous to its interest, without any obligation on the part of Alaminos City Water District to explain the reasons thereof.

## 19. ACCEPTANCE OF THE BID

19.1 The Bidder whose bid is the highest, responsive or complying bid on each of the individual items/lots and which is most advantageous to the Alaminos City Water District shall be declared the Successful Bidder for that particular item/lot.

19.2 The Successful Bidder/Bidders must signify its consent to enter into the Contract within five (5) days from receipt of the written notice from the Alaminos City Water District.

## 20. FAILURE OF BIDDING

20.1. AUCTION COMMITTEE shall declare the bidding a failure any of the following cases:

- a) There is no bidding participant;
- b) Only one (1) bidder submitted a Bid Tender for each item or lot
- c) All bidders failed to comply with the terms and conditions prescribed in the IB;
- d) Complying bidders failed to meet the minimum bid price.

## 21. AWARD OF CONTRACT

21.1 Award shall be made to the highest complying bidder

21.2 Contract/Letter of Award shall be issued to the successful bidder after approval of the concerned approving authority of the Alaminos City Water District.

21.3 No transfer and/or assignment of award/contract shall be allowed.

21.4. The award shall be cancelled, rendered ineffective and the Bid Security forfeited in favor of Alaminos City Water District if the winning bidder fails or refuses to secure, sign or acknowledge the Letter of Award/Contract, within seven (7) days after receipt or written advice.

## 22. PAYMENT

22.1. The full amount covering the awarded items shall be paid in full by the awardee in the form of cash or manager's check payable to the ALAMINOS CITY WATER DISTRICT, and/or combination thereof, within seven (7) days upon receipt/acknowledgement of the Letter of Award/Contract.

22.2 No other form of payment shall be accepted.

22.3. In case of failure of full payment within the prescribed period, the awardee shall be penalized through cancellation of the award and forfeiture of the bond in favor of Alaminos City Water District.

## 23. RELEASE/WITHDRAWAL OF AWARDED ITEMS

23.1. After payment of the awarded items, the awardee shall withdraw the MSE within the required period as stipulated in the Release Order. Otherwise, the awardee shall pay the corporation the corresponding storage fee equivalent to the one-tenth of the one



percent (1%) of the price of the unwithdrawn items, or P100.00 per day of delay, whichever is higher but not to exceed ten percent (10%) of the total amount of the Award.

- 23.2. Once the cumulative amount or storage fee reaches ten percent (10%) of the total amount of the Award, AUCTION COMMITTEE may rescind/cancel the Award, forfeit the Bid Security, and impose other appropriate sanctions as penalty.
- 23.3. The actual release/withdrawal of awarded items shall only be made during regular office hours and shall be witnessed by the Property Custodian, representatives of AUCTION COMMITTEE, Commission on Audit (COA) and the General Manager who shall affix their signatures on the "Release Order" (RO).
- 23.4. In the event that actual weight of the awarded item turned out to be greater than that specified in the Letter of Award, the awardee shall pay the corresponding amount of the excess quantity based on his bid price.
- 23.5. In the event that the actual weight of the awarded item is less than that specified in the Letter of Award, refund of payment shall be made upon approval of the authorities.
- 23.6. Selective withdrawal is not allowed. The awardee shall withdraw all the items within the awarded lot.

#### 24. TAXES, CUSTOMS DUTIES, COSTS OR CHARGES

- 24.1. The awardee shall pay, in addition to the purchase price, any taxes, customs duties, costs or charges of any kind or nature whatsoever levied, or to be levied by law, arising from the sale of the items.
- 24.2. All expenses incidental to the withdrawal of the items shall be done by the awardee.

#### 25. ACCEPTANCE OF BID TERMS AND WAIVER OF RIGHTS TO ENJOIN PROTEST.

- 25.1. The bidder after having been issued the Bid Documents, has deemed accepted the terms and specifications established by Alaminos City Water District and therefore waive any right it may have to seek and obtain a writ of injunction or prohibition or restraining order against Alaminos City Water District, to prevent or restrain the bidding process or any proceedings related thereto, the negotiation or award of the contract to the successful bidder and the implementation of the award contract.

#### CONFORME:

\_\_\_\_\_  
Printed Name of Bidder/Business Name

\_\_\_\_\_  
Printed Name & Signature of the Authorized Representative/Date Signed

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

\_\_\_\_\_  
(Tax Identification No.)

\_\_\_\_\_  
Contact Nos. (Mobile and/or Landline)



Republic of the Philippines

# ALAMINOS CITY WATER DISTRICT

Poblacion, Alaminos City, Pangasinan 2404; FaxTel. No. (075) 654-00-11; Email: acwd\_alaminos@yahoo.com

\_\_\_\_\_ Date

## PRICE QUOTATION FORM

### THE CHAIRMAN

Auction Committee  
Alaminos City Water District

Sir/Madam:

In response to your notice of sale on accordance with the stipulations of the Instruction to Bidders and Terms & Conditions for the sale of various unserviceable materials and equipment as described in Section 7 thereof, to be bidden at **10:00 AM on AUGUST 9, 2018, WEDNESDAY** (Opening of Bids: 10:30am of the same day) at the ACWD Board Room, ACWD Multi-Purpose and Training Center Brgy. Pogo Alaminos City, Pangasinan, hereunder ia/are my bid offer(s):

Item No.	Items/Description	Minimum Bid Price	BID OFFER (in words and in figures)
1	One (1) lot, various unserviceable materials and equipment, consists of Saddle Clamps (Assorted Types and Size), Adapter/Coupling (Assorted Size), Gate Valve (Assorted Type/Size), C.I Tee (Assorted Size), 6" B.I Pipe, Batteries (Assorted Tyep/Brand), Venetian Blinds, Tag Board, Flourescent Fixtures, P.E Pipe, Assorted Scrap (Steel), ACWD Old Documents (Shredded Documents Only), Check Write, Fire Extinguishers, Fittings, Flange Valves and Fittings, 1400 L.M Dia, Valves and Flanges, Control Valve, Plastic Pipes, 4" Elbow Gate Valve, Furnitures and Fixtures, Water Meters, E-Jet Flowmeters, Aircon, Desktop Computer, Printer, UPS, Monitor, 24 Port Switch, Rocket M5, AM Antenna JG 19-120, VFD 40HP, VFD (Teco), Centrifugal Pump, Submersible Pump with Motor, Chlorinator, Conference Chair, Executive Chairs, Office Furniture, Conference Table, ISUZU Stainless Jeep located at ACWD Pogo Warehouse, Brgy. Pogo, Quibuar I Pumping Station Brgy. Quibuar and Sabangan Pumping Station, Brgy. Sabagan Alaminos City Pangasinan.	Php 317, 153.00	

I have successfully seen and inspected the above items and my bid(s) is/are based on my own estimate. The above offers shall be valid for sixty (60) days. Endosed is the required Bid Security in the amount of \_\_\_\_\_ which is equivalent to ten percent (10%) of my total bid price.

Very truly yours,

\_\_\_\_\_  
Name of the Bidder/Business Name

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

\_\_\_\_\_  
Name & Signature of the Authorized Representative/Date

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Contact Nos. (Mobile and/or landline)





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**AUCTION COMMITTEE**  
Alaminos City Water District

**BIDDER'S INSPECTION CERTIFICATE**

This is to certify that I have personally inspected the following items/materials which are subject for public bidding to be conducted on AUGUST 9, 2018 at its present location, to wit:

ITEM NO.	ITEM/DESCRIPTION	LOCATION
1	One (1) lot, various unserviceable materials and equipment, consists of Saddle Clamps (Assorted Types and Size), Adapter/Coupling (Assorted Size), Gate Valve (Assorted Type/Size), C.I Tee (Assorted Size), 6" B.I Pipe, Batteries (Assorted Tyep/Brand), Venetian Blinds, Tag Board, Flourescent Fixtures, P.E Pipe, Assorted Scrap (Steel), ACWD Old Documents (Shredded Documents Only), Check Write, Fire Extinguishers, Fittings, Flange Valves and Fittings, 1400 L.M Dia, Valves and Flanges, Control Valve, Plastic Pipes, 4" Elbow Gate Valve, Furnitures and Fixtures, Water Meters, E-Jet Flowmeters, Aircon, Desktop Computer, Printer, UPS, Monitor, 24 Port Switch, Rocket M5, AM Antenna JG 19-120, VFD 40HP, VFD (Teco), Centrifugal Pump, Submersible Pump with Motor, Chlorinator, Conference Chair, Executive Chairs, Office Furniture, Conference Table, ISUZU Stainless Jeep located at ACWD Pogo Warehouse, Brgy. Pogo, Quibuar I Pumping Station Brgy. Quibuar and Sabangan Pumping Station, Brgy. Sabagan Alaminos City Pangasinan.	a. ACWD Pogo Warehouse, Brgy. Pogo. Alaminos City, Pangasinan  b. ACWD Quibuar I Pumping Station, Brgy. Quibuar Alaminos City Pangasinan  c. ACWD Sabangan Pumping Station, Brgy. Sabagan, Alaminos City Pangasinan

Inspection of the above items/materials was conducted on \_\_\_\_\_ in the presence of the authorized end-user representative.

\_\_\_\_\_  
(Signature Over Printed Name of Bidder)

**INSPECTION ATTESTED BY:**

\_\_\_\_\_  
Signature over Printed Name  
Authorized End-user Representative