



Republic of the Philippines
Province of Quezon
Municipality of Tiaong

OFFICE OF THE MUNICIPAL MAYOR

INVENTORY AND DISPOSAL COMMITTEE

INSTRUCTION TO BIDDERS (ITB)

DISPOSAL OF UNSERVICEABLE MOTOR VEHICLE, AGRICULTURAL EQUIPMENT, CONSTRUCTION AND HEAVY EQUIPMENT

A. Inspection of Unserviceable Properties

The unserviceable properties for sale are available for inspection from October 8 to October 15, 2025 at Municipal Compound, Don V Robles St., Poblacion III, Tiaong, Quezon and at Tiaong Convention Center, Brgy. Lumingon, Tiaong, Quezon.

B. Schedule of Public Auction

The sale shall be conducted on a whole lot and "as is, where is" basis by the Inventory and Disposal Committee of this Municipality. Schedule of submission of bid shall be on or before October 16, 2025, 9:45 am at the 2nd floor, Mini Conference Room, Office of the Mayor

C. Qualification of Bidders

Individuals, sole proprietorship, partners and/or corporation are qualified to participate in the sale, subject to the qualification documents, as may be required by the Inventory and Disposal Committee.

Duly authorized representative/s, if any, shall submit a Special Power of Attorney (SPA) issued by the President/General Manager/Governing Board/Owner of the firm, as may be applicable, authorize him/her to speak for and submit bids in behalf of the latter.

D. Floor Price

ITEM	NO. OF UNITS	MINIMUM BID PRICE/FLOOR PRICE
Unserviceable Motor Vehicle, Agricultural Equipment, Construction and Heavy Equipment	1 LOT	<u>Php 800,00.00</u>

E. SUBMISSION OF BIDS

1. The bid must be submitted using the BID FORM (provided by the Committee) to the Inventory and Disposal Committee Secretariat, at the Office of the Municipal Assessor, Ground Floor, Municipal Hall, Don V Robles St., Poblacion III, Tiaong, Quezon, in a sealed envelope and shall be labelled with the bidder's name, address and contact number. The Inventory and Disposal Committee shall not be responsible for any tampering of bids that were not sealed;

2. Deadline of submission of bids is on October 16, 2025 at 9:45 am. Bids submitted beyond the deadline shall not be accepted.

F. MODIFICATION AND WITHDRAWAL OF BIDS

1. A bidder may modify its bid after it has been submitted, provided that the modification is received by the Inventory and Disposal Committee prior to the deadline of submission of bids.
2. A bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Inventory and Disposal Committee prior to the deadline of submission of bids. A bidder that withdraws its bid shall not be permitted to submit another bid for the same project; and
3. Modification/Withdrawal of bids shall not be allowed after the deadline of submission of bids.

I. PAYMENT

1. One-time payment in cash or manager's check shall be made within five (5) working days from the date of receipt of the Notice of Award;
2. An official Receipt shall be issued by the Office of the Municipal Treasurer covering the payment made by the winning bidder; and
3. In case the winning bidder fails to make the payment within the prescribed period, said bidder will be blacklisted and shall be not be allowed to participate in the future biddings.

J. PICK UP/HAULING OF THE PROPERTY BY THE WINNING BIDDERS

1. The winning bidder shall be given five (5) official government working days from receipt of the Notice to Proceed, to pick-up/haul the unserviceable properties;
2. Expenses incidental to the 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/ cancelled. The next highest bidder shall be awarded the bid, so forth and so on.

K. FAILURE OF BIDDING

Failure of bidding shall be declared in the following instances:

1. If the prospective bidders are declared ineligible;
2. No bids are received;
3. All bids fail to comply with the bid requirements;
4. All bids lower than the floor price;
5. The winning bidder refuses to accept the award or the winning bidder fails to make the payment.

CONFORME:

**Name and Signature of Bidders
or Authorized Representative**

Position

Date