



PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552
www.pcsso.gov.ph

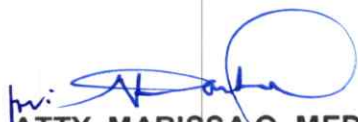
DIVESTMENT AND DISPOSAL COMMITTEE

INVITATION TO SALE THRU NEGOTIATION

The Philippine Charity Sweepstakes Office (PCSO) through the Divestment and Disposal Committee (DDC) invites all interested to the Sale thru Negotiation for the Services of a Buyer for Sale of Scrap Paper Materials for Three (3) Years with a Minimum Bid Price of P9.00 per kilo.

All interested buyers/offerors may secure the sale thru Negotiation documents from the DDC through the Secretariat at the Assets and Supply Management Department (ASMD) Office, 3rd Floor Conservatory Building, Shaw Boulevard, Mandaluyong City. Please look for Ms. Ria Gunao.

Deadline for submission and opening of sealed quotation/proposal is on January 10, 2019, Thursday. Negotiation shall follow immediately after the opening of sealed quotation/proposal with qualified offerors/proponents.


ATTY. MARISSA O. MEDRANO
DDC Chairperson



PHILIPPINE CHARITY SWEEPSTAKES OFFICE

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DIVESTMENT AND DISPOSAL COMMITTEE

Instructions to Offerors/Terms and Conditions

DATE OF OPENING OF SEALED QUOTATIONS: JANUARY 10, 2019, 10:30 A.M., AT THE HRD TRAINING ROOM, 9TH FLOOR, SUNPLAZA BLDG., SHAW BOULEVARD, MANDALUYONG CITY.

RE : SERVICES OF A BUYER FOR SALE OF SCRAP MATERIALS FOR THREE (3) YEARS CONSISTING OF PAPER TRIMMINGS, PAID SCRATCH & MATCH TICKETS, NEWSPAPERS, BOXES/CARDBOARDS ESTIMATED AT 15,000KGS.

1. ELIGIBILITY REQUIREMENTS –Copies of the following documents:

1.1. LEGAL AND FINANCIAL

a. LEGAL DOCUMENTS

- i. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship.
- ii. Business/Mayor's Permit
- iii. Tax clearance certificate
- iv. Official Receipts for renewal of permits or clearance

b. TECHNICAL DOCUMENTS

- i. Statement of the prospective bidder of all its ongoing and completed government or private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity within ten (10) years from date of submission and receipt of bids.

c. FINANCIAL DOCUMENTS

- i. Audited Financial Statements for Year 2017, stamped "Received" by the BIR or its authorized institutions.

1.2. FINANCIAL BID

2. ELIGIBILITY CRITERIA

2.1. Duly licensed Filipino citizens/sole proprietorship.

2.2. Partnerships duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines.

2.3. Corporations duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belongs to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183, and subject to Commonwealth Act 138.

Signature over Printed Name
of Authorized Representative

Name of Company

Handwritten signature and initials

2.4. The following persons are disqualified from participating: (a) the governing Board of the PCSO, (b) DDC Members and Secretariat, (c) the personnel of Assets and Supply Management Department (ASMD), and (d) their relatives by consanguinity or affinity up to the third (3rd) civil degree.

3. ACCOMPLISHMENT AND SUBMISSION OF SEALED QUOTATION/PROPOSAL

3.1. Preparation and submission of sealed quotation / proposal. The offeror/buyer shall submit the quotation / proposal in at least three (3) copies, preferably typewritten and identical in all aspect sealed in an envelope. Bid tenders should be properly signed and submitted to the Chairperson of the Divestment and Disposal Committee through the Secretariat on or before the prescribed deadline. Sealed quotations/proposals shall be stamped "Received" the date and time indicated, before dropping it in the bid box made available for this purpose. Quotations/Proposals submitted after the designated date and time shall no longer be accepted.

The documents to be submitted shall be contained in an envelope addressed in this manner:

THE DIVESTMENT AND DISPOSAL COMMITTEE CHAIRPERSON
C/O THE SECRETARIAT
ASSETS AND SUPPLY MANAGEMENT DEPARTMENT
PHILIPPINE CHARITY SWEEPSTAKES OFFICE
3rd FLOOR, CONSERVATORY BLDG., SHAW BLVD.
MANDALUYONG CITY

REF: SALE THRU NEGOTIATION FOR THE SERVICES OF A BUYER FOR SALE OF SCRAP
PAPER MATERIALS FOR THREE (3) YEARS

Signature over printed name of Authorized Representative

Name of Company/Bidder

Signature over Printed Name
of Authorized Representative

Name of Company

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3.2. Erasures on the bid tender should be avoided or it should be duly initialed by the company's authorized representative. Erasures and changes in the bids must be explained or otherwise authenticated with the signature or initials of the authorized representative.

3.3. The signature of the authorized representative on the tender shall constitute acceptance of, and assent to all conditions embodied therein.

3.4. The offer by a corporation must be signed in the name of the corporation by the officer duly signed by its Board of Directors, and in case of a partnership, it must be signed by a general partner.

4. FINANCIAL BID

4.1. Must be expressed in Philippine Currency written in words as well as in figure. In case of discrepancy, the amount in words shall prevail.

4.2. The offer must not be lower than the floor price as specified in the Invitation to Negotiation.

4.3. The offeror/buyer must indicate his/her quotation/proposal in cash.

4.4. Must indicate all taxes and other fees due to the government.

4.5. Conditional offer shall not be accepted.

5. BID BOND REQUIREMENT

5.1. A **Bid Bond** in the amount equivalent to 10% of (the minimum bid price multiplied by the estimated weight of 15,000 kilograms or Ten Thousand Eight Hundred Pesos (**Php10,800.00**)) shall accompany the bid tender and shall be required from each bidder.

5.2. Bid Bond should be in the form of cash, manager's/cashier's check acquired from a reputable bank.

6. OPENING OF SEALED QUOTATION/PROPOSAL

6.1. The opening of quotations/proposals shall be at 10:30am of **January 10, 2019** at the PCSO HRD Training Room, 9th Floor, Sunplaza Building, Shaw Blvd., Mandaluyong City. Bidders or their duly authorized representative/s may witness the proceedings.

6.2. The quotation/proposal shall be signed by the members of the Divestment and Disposal Committee immediately after it is opened and announced in order to confirm compliance with the requirements of the Negotiation.

Signature over Printed Name
of Authorized Representative

Name of Company

6.3. The quotations/proposals are filed for safekeeping by the Secretariat of the Divestment and Disposal Committee.

6.4. Quotations/Proposals shall be publicly opened in the presence of a representative from the Commission on Audit (COA) and PCSO Internal Audit Services (IAS).

6.5. After the opening of all the quotations/proposals, a Negotiation between the DDC and the Offeror/Buyer shall follow.

7. NEGOTIATION

7.1. Negotiation as a group shall follow immediately after the opening of the sealed quotations/proposals of all qualified participating bidders whose eligibility, technical and financial proposals have been rated "PASSED".

7.2. Participating bidders who cannot personally attend the negotiation must send their authorized representatives to participate during the negotiation. In the absence of an authorized representative, the submitted quotation/proposal shall be deemed the final bid and a waiver to participate during the negotiation.

7.3. All Offerors/Buyers or their authorized representatives are deemed to be present at the place, time, and date of the Negotiation to directly negotiate with the DDC and immediately interpose any objection to any perceived errors/irregularity for the resolution by the Committee. Any objection not immediately interposed thereon is deemed waived.

8. EVALUATION OF BIDS

8.1. The Divestment and Disposal Committee shall decide immediately whether the Negotiation conducted is successful or not.

8.2. Successful Offeror/Buyer shall be notified by the Divestment and Disposal Committee in writing within five (5) working days.

9. AWARD OF CONTRACT

9.1. Award shall be given to the highest complying Offeror/Buyer.

9.2. When two or more complying Offerors/Buyers made identical offers, public auction/viva voce between those who made identical bids shall be resorted to at a price not less than the offered price.

9.3. Awarding of contract should be done upon approval of the DDC Recommendation. Bid bonds of losing Offerors/Buyers shall be returned immediately after the announcement of the winning Offeror/Buyer.

9.4. Award of the contract to the winning Buyer shall be subject to the approval of the General Manager and the final approval or confirmation by the PCSO Board of Directors.

Signature over Printed Name
of Authorized Representative

Name of Company




10. MISCELLANEOUS PROVISIONS

10.1. Inspection of the scrap materials and Waiver of Warranties

- a. Offerors/Buyers submitting their bid tender shall be deemed to have inspected the scrap paper materials and to have been sufficiently apprised of its physical condition. All offers are submitted under the condition that the PCSO shall in no case be liable for breach or any legal contractual warranties even if a contrary stipulation appears in the Contract.
- b. Items shall be sold on an "As is, Where is" basis.

10.2. Reservations. The PCSO, through the Divestment and Disposal Committee, reserves the right to reject any or all proposals, to waive any formality found therein or to accept the proposal which in its judgment is most advantageous to the PCSO. Proponents by submitting their proposals warrant and guarantee that the decision of the PCSO is final and binding and shall not question the same under pain of paying liquidated damages of not more than Fifty Thousand Pesos (Php50,000.00) without prejudice to the PCSO's right to claim for other damages.

10.3. Defective Proposals

- a. Proposals/Tenders that are not in prescribed form (e.g., unsigned bids) and/or those not accompanied or guaranteed by bid bonds at the time of the opening are considered defective bid tender.
- b. Defective proposals/enders may be rectified in the presence of the proponents and members of the Divestment and Disposal Committee.

10.4. Proposals with Conditions

- a. Only proposals/tenders made in accordance with the conditions embodied in the Invitation to the Sale thru Negotiation and this Instructions/Terms and Conditions shall be considered unless in the judgment of the Divestment and Disposal Committee, the bid tenders with new or different conditions are most advantageous to the PCSO.
- b. The introduction of new or additional conditions by the Offerors/Buyers shall be deemed not written if found and determined to be disadvantageous to the PCSO. In such case, the terms and conditions embodied in the Invitation to the Sale thru Negotiation and this Instructions/Terms and Conditions shall be

11. PERFORMANCE SECURITY

11.1. Within ten (10) calendar days from receipt of the Notice of Award from the PCSO but in no case later than the signing of the contract by both parties, the successful Buyer shall furnish the PCSO thru the DDC the performance security in any of the following forms:

1. Cash or cashier's/manager's check – **Equivalent to 5% of (the Average Monthly Collection from previous PCSO Contract multiplied by the bid price of the Winning Bidder for three (3) years (e.g., $P17,000.00 \times P9.00 \times 3\text{yrs} = P459,000.00 \times 5\% = P22,950.00$ Performance Security);**

Signature over Printed Name
of Authorized Representative



2. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. – **Equivalent to 30% of (the Average Monthly Collection from previous PCSO Contract multiplied by the bid price of the Winning Bidder for three (3) years (e.g., P17,000.00 x P9.00 x 3yrs = P459,000.00 x 30%= P137,700.00 Performance Security);**

11.2. Failure of the successful Offeror/Buyer to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and/or forfeiture of the bid security.

11.3. The performance security shall only be released after the issuance of the final Certificate of Completion of the Contract (CCC) by the ASMD.

12. CONTRACT

12.1. The successful Offeror/Buyer will be awarded:

- a. The contract for the above item/project; and
- b. Three (3) years contract to purchase and haul all the subject paper scrap materials stored at the PCSO San Marcelino, Manila and Camp Aguinaldo, Quezon City at the same price quoted and won by the buyer.

12.2. The successful Buyer must submit satisfactory evidence that the person/s who signed the Contract in his/her name has sufficient authority to bind the Buyer (i.e., Board Resolution or Secretary's Certificate in case of a Corporation; Partnership Resolution in case of a Partnership, and Certificate of the Sole Proprietor in case of sole proprietorship).

12.3. The buyer shall defray all expenses to be incurred in connection with the execution of the bill of sale including notarial and registration fees and such other fees and expenses that may be necessary for the validity of the instrument and/or others that may be executed to implement the terms and conditions of the sale.

12.4. The buyer shall assume payment of all taxes as may be imposed now or hereafter on items sold.

12.5. An official receipt shall be issued in favor of the winning bidder after full value of the items shall have been paid.

12.6. The buyer shall be responsible for the transfer or transport of the items sold upon prior written notice to PCSO through the Divestment and Disposal Committee.

12.7. The transfer or transport of the items sold **shall be done on a monthly basis**, to commence **upon receipt of the Notice to Proceed (NTP)** under the pre-approved schedule of PCSO.

I/WE AGREE TO THE FOLLOWING:

NAME OF COMPANY/BIDDER _____

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE: _____






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ELIGIBILITY CRITERIA

1. DTI registered sole proprietorship.
2. Partnerships duly organized under the laws of the Philippines and of which at least 60% of the interest belongs to citizens of the Philippines.
3. Corporations duly organized under the laws of the Philippines and of which at least 60% of the outstanding capital stock belong to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183, and subject to Commonwealth Act 138.

CONFORME:

NAME OF COMPANY _____

SIGNATURE OVER PRINTED NAME
OF AUTHORIZED REPRESENTATIVE: _____

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PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552
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BID BOND

(Date)

The Divestment and Disposal Committee
c/o The Secretariat
Philippine Charity Sweepstakes Office
Mandaluyong City

Ladies / Gentlemen:

Enclosed is our bid bond in the form of:

- () CASH (Php 10,800.00)
() MANAGER'S/CASHIER'S CHECK (Php 10,800.00)

BANK _____

CHECK NO. _____

DATE OF CHECK _____

AMOUNT : _____

(Php _____).

Very truly yours,

Signature over printed name of
Authorized Representative

Name of Company

Business Address/Tel.-Fax No.

Handwritten signature and initials

Omnibus Sworn Statement

For Private Individual / Sole Proprietorship

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, *single/married*, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of _____ with name and business style of _____ with office address at _____;
2. As the owner and/or the sole proprietor, or authorized representative of _____, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the quotation/proposal, and to sign and execute the ensuing contract for the *Sale thru Negotiation of a Buyer for the Sale of Scrap Materials of the Philippine Charity Sweepstakes Office, as shown in the attached duly notarized Special Power of Attorney*;
3. _____ is not "blacklisted" or barred from participating by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Divestment and Disposal Committee (DDC) or its duly authorized representative(s) to verify all the documents submitted;
6. The owner and/or sole proprietor, or the authorized representative is not related to the PCSO governing Board of Directors, members of the Divestment and Disposal Committee (DDC) and Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Negotiation Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - (d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Negotiation of a *Buyer for the Sale of Scrap Materials*.
9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

✓ RC mmm

Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. Of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____.

- This form will not apply for WB funded projects.

[Handwritten signature]
[Handwritten initials]

Omnibus Sworn Statement

For Partnership

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, [Civil Status], [Nationality], and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Negotiation of a *Buyer for the Sale of Scrap Materials* of the *Philippine Charity Sweepstakes Office*, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];
3. _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Board of Directors or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of _____ is related to the governing Board of Directors, members of the Divestment and Disposal Committee (DDC), the DDC Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Negotiation Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Negotiation of a *Buyer for the Sale of Scrap Materials*.
9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).



Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. Of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of _____.

- This form will not apply for WB funded projects.

MC *[signature]*

Omnibus Sworn Statement

For Corporation

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, _____, of legal age, [Civil Status], [Nationality], and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the Negotiation of a *Buyer for the Sale of Scrap Materials* of the *Philippine Charity Sweepstakes Office*, as shown in the attached _____ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]
3. _____ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Board of Directors or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of _____ is related to the governing Board of Directors, members of the Divestment and Disposal Committee (DDC), the DDC Secretariat, or the personnel of Assets and Supply Management Department (ASMD) by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Negotiation Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the Negotiation of a *Buyer for the Sale of Scrap Materials*.
9. _____ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any disposal or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).



Affiant/s exhibited to me his/her *[insert type of Government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. Of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

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ME *g*