



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

**BID FORM**

- The Bids and Awards Disposal Committee of the National Archives of the Philippines (NAP) hereby invites all interested parties to participate in the Public Auction of the following lot on an “As-Is Where-Is” basis as indicated below:

Lot	Item / Description of Unserviceable Properties	Location	Floor Price
1	Various computer desktop; printer; copier; laptop notebook; electric stand fan; aircon; dilapidated furniture; steel cabinet, steel shelves, various scrap metals and lumber, etc. (excluding motor vehicles and Narra furniture)	<b>1.</b> Intendencia Bldg. Intramuros, Manila; <b>2.</b> Velco Centre cor. R. S. OCA & A.C. Delgado St., Port Area, Manila; <b>3.</b> National Archives of the Philippines Extension Office, Cristobal St., 1153, Paco, Manila <b>4.</b> Lower ground floor, PPI Building, San Marcelino St., U.N. Ave., Paco, Manila <b>5.</b> NAP Building, Otis, Paco, Manila	<b>Php 168,248.00</b>

- No bid shall be lower than the said floor price.
- Interested bidders may view and inspect the above said items at the above-mentioned locations from **December 15 to 22, 2020**, business days (8:30 a.m. to 4:00 p.m.). Bid form is available at the Property and Supply Section of the National Archives of the Philippines, 6th floor, PPL Building, U.N. Avenue cor. San Marcelino St., Paco, Manila. You may also download the Bid Form at the <https://nationalarchives.gov.ph/>.
- Photocopy of Mayor's Permit (front & back) and latest Income Tax Return stamped “received” by BIR or its duly accredited and authorized Institutions shall be placed in sealed envelope.
- The bidder shall submit to the Property and Supply Section of the National Archives of the Philippines, 6<sup>th</sup> floor, PPL Building, U.N. Avenue cor. San Marcelino St., Paco, Manila the Bid Form with signed Conforme in a sealed envelope.
  - Deadline of submission of Sealed Bid will be on **December 28, 2020 at 10:00 AM**. Bid bond amounting to the following shall be placed inside the sealed bid envelope, viz:

Description	Amount	Form of Bond
Various computer desktop; printer; copier; laptop notebook; electric stand fan; aircon; dilapidated furniture; steel cabinet, steel shelves, various scrap metals and lumber, etc. (excluding motor vehicles and Narra furniture)	Equivalent to five (5%) of Government Floor Price amounting to <b>Php 8,412.40</b>	Cash or Manager’s Check issued by a reputable bank payable to <b>National Archives of the Philippines</b>

- The bid shall be declared void if it does not comply with the requirements mentioned in item nos. 2 to 5.

**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

Page 2 of 2

7. Opening of Bids will be held on 28 December 2020 at 2:00 p.m. at NAP office, 6<sup>th</sup> Floor in PPL Building.
8. Immediately after the winning bidder has been declared by the Committee, the winning bidder's bid bond shall be considered as partial payment for the successful bid and the difference in the amount between the bid and the bid bond shall be paid in full in the form of cash or check payable to National Archives of the Philippines, within five (5) working days from date of receipt of Notice of Award.
9. Within Fourteen (14) working days upon receipt of Notice of Award (NOA) and after paying the full amount, the winning bidder shall haul/pick-up the unserviceable properties/waste materials. Failure to do so shall constitute a sufficient ground for cancellation of award and bid bond shall be forfeited.
10. This ITB will be posted in at least three (3) conspicuous places in the locality, NAP office and at the NAP Official Website.
11. The NAP reserves the right to reject any or all of the bids with or without cause, to annul the auction process, to waive any defect in them and to award the bidder whose bid is the most advantageous to the government.

**Conforme:**

Submitted herewith is my bid proposal in response to ITB No. NAP 2020-001

Description	Floor Price Amount	Bid Price
Various computer desktop; printer; copier; laptop notebook; electric stand fan; aircon; dilapidated furniture; steel cabinet, steel shelves, various scrap metals and lumber, etc. (excluding motor vehicles and Narra furniture)	<b>Php168,248.00</b>	

Signature Above Printed Name/ : \_\_\_\_\_

Company Name of Bidder : \_\_\_\_\_

Tax ID No. (TIN) : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Number and Email address: \_\_\_\_\_