



Republic of the Philippines
APO PRODUCTION UNIT, INC.
2/F PIA Building, Visayas Avenue, Brgy. VASRA, Quezon City,
Metro Manila, Philippines 1128



APO PRODUCTION UNIT, INC.
DISPOSAL COMMITTEE
REBIDDING OF THE DISPOSAL OF ASSORTED SCRAP PAPER TRIMMINGS
(Bid Doc no. 01-2021-A)

INVITATION TO BID

The APO Production Unit, Inc. through its DISPOSAL COMMITTEE with authority from the memorandum issued by the Office of the Chairman and President dated January 6, 2021 to dispose approximately **63,427 Kilograms** of scrap paper trimmings and paper core through public bidding on an "As-Is-Where-Is" basis as indicated below, hereby invites interested eligible Business Firms engage in trade of paper scraps.

| LOT | ITEM DESCRIPTION | ESTIMATED QUANTITY Kg weight | Minimum Bid Per Kg Weight | Total Minimum Bid per Kg Weight |
|-------|-----------------------------------|---------------------------------|------------------------------|------------------------------------|
| Lot 1 | Colored Scrap trimmings | 5,806 | PhP 2.90/Kg | PhP 16,837.40 |
| | Assorted scrap paper trimmings | 54,583 | PhP 4.85/Kg | PhP 264,727.55 |
| | Core | 3,038 | PhP 1.45/Kg | PhP 4,405.10 |
| | Grand total Minimum Bid for Lot 1 | | | PhP 285,970.05 |

1. SCHEDULE OF PUBLIC BIDDING

Public Bidding will be on **February 5, 2021 at 1:00 P.M.** to be held in APO Production Unit, Inc. Conference room, 2nd floor PIA bldg., Visayas Avenue, Barangay Vasra, Quezon City Philippines.

2. The BID DOCUMENTS

To join the bidding a Bidder must pay a non-refundable **Bid Fee of One Thousand Pesos (PhP 1,000.00)** to the APO Cashiering Division, upon payment the bidder may avail the **Bid Documents** at:

Where: APO Production Unit Inc. Purchasing Department, 2nd at Floor PIA bldg., Visayas Avenue, Barangay Vasra, Quezon City. Telephone number 8282 5309 local 210

When: Bid Forms may be obtained starting **January 27 – February 4, 2021 at 9:00 A.M to 4:00 P.M.** and **February 5, 2021 at 9:00 A.M. to 12:00 P.M.** at the Purchasing Department, APO Production Unit Inc.

3. INSPECTION OF SCRAP ASSORTED TRIMMINGS

Ocular inspection of Scrap Assorted paper trimmings is allowed from **January 27 – February 4, 2021 open around 10:00 A.M. to 2:00 P.M. only** at APO designated warehouse.

For security and safety reasons Interested bidders are required to register for the issuance of the inspection appointment and should inform particulars to the Disposal Committee Secretariat, Ms. Edna Cortez telephone 8282 5309 local 210.

4. **PRE-BID CONFERENCE**

There will be a Pre-bid Conference on **February 2, 2021 at 10:00 A.M.** to be held in APO conference room, 2nd floor PIA bldg., Visayas Ave., Quezon city. For security and safety reasons all Interested Bidders shall contact the Disposal Committee Secretariat at 8285309 loc. 210 for early registration on the said proceeding.

All queries/clarifications relative to Bid requirements and the Bidding process and the disposal of scrap trimmings shall be addressed to the Disposal Committee during pre-bid conference.

5. The Disposal Committee will start accepting BIDs from **January 27 – February 4, 2021 at 9:00 A.M to 4:00 P.M. and February 5, 2021 at 9:00 A.M. to 12:50 P.M.** A Tender Box shall be made available where bidders should place their bids, Bids submitted beyond said deadline shall not be accepted.

The Bidder shall comply with all the requirements stated in the **Instructions to Bidders**, forms, terms, and specifications in the Bid Documents. Failure to furnish all information required by the Bidding documents or to submit a Bid not substantially responsive to the Bid Documents in every respect will be at the Bidders risk and may result in the rejection of its tender.

A tender is non-complying or unacceptable when it does not comply with the prescribed legal, technical, and financial requirements for pre-qualification.

A bidder or its authorized representative who is not present during the opening of his bid will be automatically disqualified.

INSTRUCTION TO BIDDERS

- 1) The Bids shall be prepared and submitted in two (2) separate sealed envelopes, **Envelope 1** the eligibility documents and **Envelope 2** the financial documents.

All pages of the documents shall be signed by the prospective bidder or the duly authorized representative

a) **Envelope 1**

Shall Contain eligibility documents which must be either original or certified true copies of the requirements.

- i) **Business Registration Certificate** from Securities and Exchange Commission (SEC) in case of Corporations or from the Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives.

- ii) Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located. (In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement)

- iii) **Bureau of Internal Revenue (BIR) Certificate of Registration**, Business Tax Identification Number (TIN No.)
 - iv) Notarized document related to the authorization of the person as the authorized representative granting full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation and/or partnership.
 - v) Copy of Document(s)/ valid Identification of the prospective buyer and the authorized representative bearing their signatures.
 - vi) Duly signed document attesting that the bidder has read the Instruction to Bidders and acknowledge having understood the contents thereof.
- b) **Envelope 2**
Contains the following:
- i) Copy of the Official Receipt evidencing payment of Registration Fee; and
 - ii) Bid Form Price Proposal "**Annex A**"
 - iii) A Bid Bond 10 percent of the Grand total minimum bid for Lot 1 amounting to *twenty-eight thousand and six hundred thirty-six (PHP28,636.00) pesos* in the form of cash, cashier's or manager's check issued by a commercial bank in metro manila must be submitted and placed inside the sealed bid envelope. Bids submitted below and/or without the corresponding Bid Bond shall automatically be disqualified.

2) OPENING OF THE ENVELOPES and BID EVALUATION

Opening of bids will immediately follow after the deadline of submission of bids on the date specified in the Bid Documents in the presence of the APO Disposal Committee Members and the Bidders, and Guest(s) as Witness. The Disposal Committee shall first examine the eligibility requirements to determine whether all required documents are present. Only bids that are determined to contain all the bid requirements of the eligibility requirements shall be considered for opening and evaluation of their financial component.

3) DISQUALIFICATION OF THE BIDDER

The Bidder shall comply with the requirements stated in Instructions to Bidders, forms, terms, and specifications in the Bid Documents. Failure to furnish all information required by the Bidding documents or to submit a Bid not substantially responsive to the Bid Documents in every respect will be at the Bidders risk and may result in the rejection of its tender

A tender is non-complying or unacceptable when it does not comply with the prescribed legal, technical, and financial requirements for pre-qualification.

A bidder or its authorized representative who is not present during the opening of his bid will be automatically disqualified.

4) DETERMINATION OF THE WINNING BIDDER

The Bidder who passed the qualification with complete documents and has the highest bid wins.

5) **POST QUALIFICATION**

The Disposal committee will conduct a post qualification within three working days.

A Bidder who fails the post qualifications is automatically disqualified.

A bidder who submitted false documents or documents obtained thru fraudulent acts is immediately disqualified and will be banned from participating in any Bidding of APO in the future to come.

6) **NOTICE AND EXECUTION OF AWARD**

The Disposal Committee shall recommend to the Head of Agency (The APO Production Unit Inc.) the award of contract to the bidder with the highest acceptable bid and pass the post qualification.

The winning bidder shall be issued a Notice of Award (NOA).

7) The winning Bidder Shall Pay the Bid Amount in full within three days from issuance of Notice of Award; hence, failure to Pay the Bid amount in full and signing of the contract in the prescribe period shall result to immediate cancellation of the award and forfeiture of cash bond.

SCHEDULE OF ACTIVITIES

| Activities | Venue | Schedule |
|-------------------------------|--|---|
| Availability of Bid Documents | Purchasing Dept. APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City | 27 January – 4 February 2021 9:00 A.M. to 4:00 P.M. and 5 February 2021 9:00 A.M. to 12:00 P.M. |
| Pre-bid Conference | APO Conference Room APO Production Unit, Inc. 2/F PIA Bldg, Visayas Avenue, Diliman, Quezon City | 2 February 2021 10:00 A.M. |
| Submission of Bids | | 5 February 2021 1:00 P.M. |
| Opening of Bids | | 5 February 2021 1:15 P.M. |
| Inspection | APO Warehouse | 27 January – 4 February 2021 open around 10:00 A.M. to 2:00 P.M. only |

ANNEX "A"

BIDDER'S COMPANY OR PERSONAL LETTERHEAD BUSINESS ADDRESS AND CONTACT INFORMATION

The Disposal Committee APO Production Unit, Inc.

Submitted herewith is my bid proposal in response to the Rebidding of the Disposal of Assorted Scrap Paper Trimmings (Bid Docs no. 01-2021-A)

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|-------|--------------------------------|---------------------------------|------------------------------|---------------------------------------|-----------|
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| | Core | 3,038 | PhP 1.45/Kg | PhP 4,405.10 | () |
| | Minimum Bid for Lot 1 | | Grand total | PhP 285,970.05 | () |

It is understood that APO Production Unit, Inc. reserves the right to accept or reject any bid, including that of a single eligible bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without incurring any liability to the affected bidder or bidders.

I have read and fully understood the Bidding Documents/ Instruction to Bidders

Very truly yours,

Signature: _____

Printed Name: _____

Tax ID No. (TIN): _____

Address: _____

Mobile No.: _____

Telephone No.: _____